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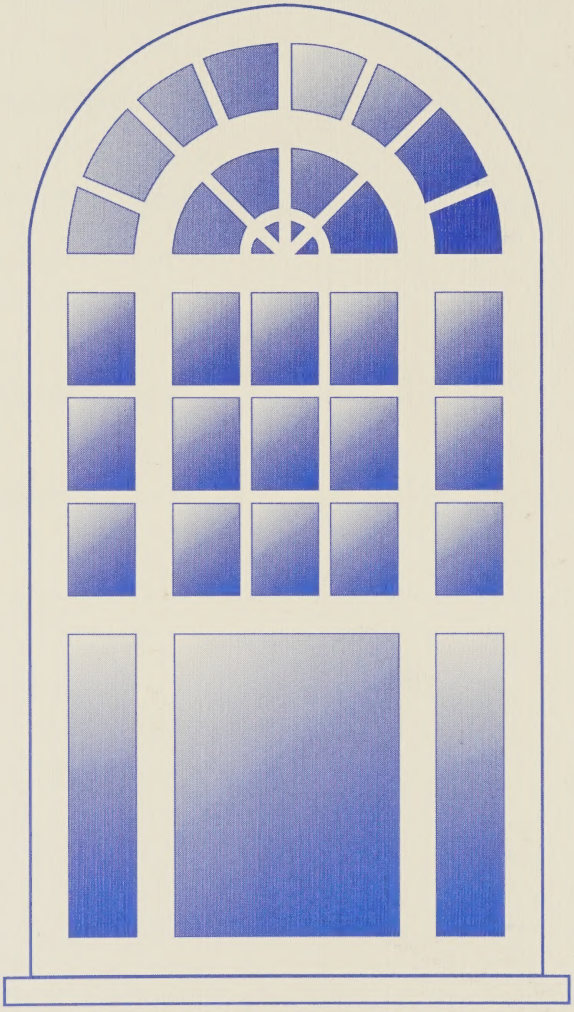

QUEENS COLLEGE

Student Handbook
1999-2000

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HOURS OF OPERATION

Department	Ext.	Hours:
Campus Police	2306	24 hours
Student Bank	2322	Mon. - Fri., 11:30 AM - 1:30 PM
Bookstore	2413	Mon. - Thurs., 9:30 AM - 6:15 PM Fri., 9:30 AM - 4:00 PM
Morrison Dining Hall	2409	Breakfast: Mon. - Fri., 7:30 - 10:00 AM Sat. - Sun., 10:00 AM - 1:00 PM Lunch: Mon. - Fri., 11:15 AM - 1:30 PM Dinner: Mon. - Thurs., 5:00 - 7:00 PM Fri. - Sun., 5:00 - 6:00 PM
Café Rex	2547	Mon. - Fri., 9:00 AM - 2:00 PM & 5:00 - 11:00 PM Sat. - Sun., 6:00 - 11:00 PM
Library	2401	Mon. - Thurs., 8:00 AM - Midnight Fri., 8:00 AM - 6:00 PM Sat., 10:00 AM - 5:00 PM Sun., 3:00 PM - Midnight
Post Office	2311	Mon. - Fri., 9:00 AM - 4:30 PM

STUDENT HANDBOOK REVISION DISCLAIMER

The Student Handbook of Queens College is reviewed on an annual basis, coordinated through the office of student development. Publication of the Handbook is completed during the month of August and reflects the policies and procedures for the following academic year. Queens College reserves the right to review and change policies and procedures at any point of the academic term. If changes are made in current policies or procedures, it will occur after careful review, being both reasonable and fair to those concerned. All populations of the College will be informed of any revisions, and allowed adequate time to meet changed requirements or to adequately adapt to any changes.

CHAPTER ONE
POLICIES & PROCEDURES

INTRODUCTION

The college is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights requires a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the education process, destruction of property, and interference with the orderly process of the college or with the rights of other members of the college cannot be tolerated. Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the college and to exclude those who are disruptive of the educational process.

Queens College is firmly committed to the principles of honor and trust. At the heart of this trust is the **HONOR CODE**. The Honor Code is based upon the belief that all members of the community should act honorably and responsibly in all aspects of life — both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times and to promote a community based upon respect, mutual trust, and citizenship. The Honor Code is binding on all members of the Queens College community and applies to all phases of life at the College.

As a commitment to these ideals, students sign the Honor Code as part of their application for admissions.

THE HONOR CODE

Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work.

Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to all policies of the College.

Responsibility to the Code: Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not tolerate any violations of its spirit or principles.

Examples of prohibited conduct inferred by the **Honor Code** include but is not limited to these three areas: interference with the rights or freedoms of others; wrongful utilization of goods, services, or information; and criminal conduct.

Interference with the rights or freedoms of others:

1. Assaulting, striking, or in any way threatening or causing physical harm to another.
2. Verbal or written abuse beyond reasonable expression of opinion, which is likely to cause, another person humiliation, stress, psychological harm or which is harassing in nature.
3. Any actual or threatened non-consensual sexual act.
4. Harassment or acts of insensitivity or intolerance toward individuals/groups, including groups defined by race, creed, national origin, disability, or sexual orientation.
5. Destroying or vandalizing property, or intent to destroy property.
6. Mischievous behavior or mischievous/inappropriate use of property.
7. Trespassing or forcefully entering premises without authorization.
8. Possession of firearms, ammunition, explosives, fireworks, concealed weapons, and other weapons, including, but not limited to pistols, rifles, shotguns, handguns, BB guns, paint guns, knives, dangerous chemicals, or the sale or possession of other substances prohibited by law.
9. Activating a fire alarm without the existence of a fire or a similar emergency situation.
10. Rendering inoperable or abusing fire alarm, extinguishers, or other safety devises.
11. Disturbing the peace, disrupting lawful, orderly activities of others, or rioting.
12. Making a false report concerning a fire, bomb, or other emergency. Creating a fire, safety or health hazard.
13. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Honor Code.
14. Contempt of the disciplinary procedures, including: failure to respond to the request for an interview by college officials, including student judicial officers, during an investigation of a violation; knowingly falsifying or misrepresenting information

before a hearing body; disruption or interference with the orderly conduct of a hearing body; knowingly making false statements to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing; harassment and/or intimidation of a member of a hearing body or of a witness; and influencing or attempting to influence another person to present false information or a false complaint.

15. Any violation of federal, state, or local law if such directly affects the college's pursuit of its proper educational purpose.
16. Operating a vehicle in violation of traffic rules or so as to endanger people or property.
17. Having an animal on campus in violation of residence hall policies or college policies.
18. Littering.
19. Ejecting an object from windows, roofs, or balconies of college buildings.
20. Conveying false information.
21. Students are prohibited from accessing the roof or any other part of campus buildings that may present possible danger to self or others.
22. Failure to comply with the directives of college officials acting in the performance of their duties.
23. Providing false information or fraudulent documents to college officials.

Wrongful Utilization of Goods, Services, or Information

1. Stealing from and/or possessing without authorization any property or services from another person, group of people, or the college.
2. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses.
3. Possessing, purchasing, or receiving property, money, or services knowing them to have been stolen or embezzled.
4. Issuing a check on campus knowing that it will not be honored when presented for payment.
5. Duplicating keys, computer access codes and other devices without proper authorization.
6. Forging, altering, or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
7. Unauthorized use of long distance caller identity codes.
8. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.

Criminal Conduct

1. The violation of local, state or federal criminal statute shall be a violation of this code, whether or not public officials prosecute such violation. The college may adjudicate and/or refer such violations to appropriate law enforcement agents.

OFF-CAMPUS ACTIVITIES

Although the college is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates college expectations and polices and when the college's interests as an academic community are clearly involved. Students participating in college-affiliated study abroad programs during the regular semester or summer terms are governed by the Honor Code.

ACADEMIC INTEGRITY

The term "cheating" includes, but is not limited to, the following:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments;
3. the acquisition, without permission, of tests or other academic materials before such material is revealed or distributed by the instructor;
4. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the college;
5. failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, discussing, failing to adhere to starting and stopping times, or other disruptive behavior;
6. influencing, or attempting to influence, any college official, faculty member, instructor, or employee responsible for processing grades, evaluating students, or maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation;
7. any forgery, altercation, unauthorized possession, or misuse of university documents pertaining to academic records,

including, but not limited to, drop-add forms or withdrawal forms; alteration or misuse of college documents pertaining to academic records by means of computer resources or other equipment.

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything else is unacceptable and considered academically dishonest. Specific terms related to academic dishonesty are defined below:

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit. (See above.)

Plagiarism: Submitting academic work for credit that includes material copied or paraphrased from published or unpublished works without documentation.

Fabrication: Deliberately falsifying or inventing any information or citation in academic work.

Facilitating Academic Dishonesty: Knowingly helping or attempting to help another violate the college's policies on academic dishonesty.

ACADEMIC GRIEVANCES

A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading. The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances.

1. You should initiate the challenge process by the end of the first month in the following term in which the disputed record entry occurs. Begin this process by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

2. If a satisfactory agreement is not reached, you should consult with the chairman of the division in which the record dispute has occurred.

3. If a satisfactory agreement is still not reached, you should consult the Dean of the college. However, normally there is no further appeal.

COMPUTER GUIDELINES

General Policies

Just as individuals have rights regarding their material possessions, they also have rights to their intellectual property and the configurations of the electronic environments they create for themselves or that have been established for their use. Removing, copying, altering, or destroying intellectual property in electronic format, or altering or destroying an electronic environment, is the equivalent of theft, destruction of property, or vandalism.

1. **Software:** Copyright laws apply to software, and members of the college community and those using its computing resources are expected to abide by them. In short, the college prohibits the unauthorized use, possession, copying, "loading," or "mounting" of software. Authorization is generally in the form of a license purchased by individuals or the college or one of its departments. Violation of the license agreement constitutes unauthorized use and is prohibited.
2. **Hardware:** Unauthorized use or alteration of computing hardware (computers, printers, monitors, etc.) is prohibited.
3. **Network:** Unauthorized use or alteration of computer network is prohibited. This includes the linking of external web-sites to the college's official site, or using the network for personal web pages.
4. **Data:** Unauthorized access, use, alteration, possession, or copying of data is prohibited.

Individual Rights

Individuals using computing resources have a right to privacy and confidentiality, the right to work in an electronic environment free of harassment, and the right to expect that the integrity and security of their data will be maintained. The college owns and maintains all computer network resources and reserves the right to inspect the electronic files and accounts of those using the college's computer resources with the prior approval of the appropriate college official, dependant on the status of the individual (student, staff, or faculty).

1. **Accounts:** Unauthorized access to, use of, or alteration of computing accounts, and the unauthorized alteration of passwords are prohibited.
2. **Email:** Unauthorized access to, interception of, alteration, possession, copying, or reading of electronic mail is prohibited. (Email received in error should be returned to the sender as soon as the error is discovered.)
3. **Files:** Unauthorized access to, opening, use, alteration, possession, or copying of electronic files is prohibited.
4. **Harassment:** Electronic sabotage or other electronic means of harassment are prohibited.
5. **Electronic Vandalism:** Introduction of electronic "viruses," "Trojan horses," "worms," or other destructive or disruptive programs and devices into college computing resources, those on its premises, or those connected to it by network, is prohibited.
6. **Data Protection:** Unauthorized circumvention or attempted circumvention of data protection mechanisms is prohibited.
7. **Web-sites:** Personal web-pages and/or non-Queens College "links" are prohibited from being attached to the Queens' College page or run from the Queens College server. Interference with the operation of the computing resources of the college, those on its premises, or those to which it is connected by network is prohibited.

Computer Access

The computer resources provide access to a vast array of information and computer services. These resources and services are available to support the academic mission of the college. Using them for other purposes, or interfering with their operation, can impede the scholastic goals of the students and faculty.

1. **Unauthorized Access** (or attempted access) to computing resources of the college, those on its premises, or those to which it is connected by network is prohibited.
2. **Use of** computing resources of the college, those on its premises, or those to which it is connected by network for illegal activity is prohibited.
3. **Accounts and Passwords:** Sharing of passwords and unauthorized sharing of accounts are prohibited. Users should consult appropriate system administrators regarding authorization for shared accounts with multiple passwords.
4. **Remote Services:** Persons connecting to remote services and networks using college computing resources (or those on its

premises) must comply with the rules, regulations, guidelines, and policies of remote resources. Questions should be addressed to the appropriate system administrator. Failure to do so is prohibited.

5. **Anonymity:** Many discussion groups, bulletin boards, etc., provide means for anonymous contribution. However, unauthorized network traffic, or altering or disguising (or attempting to alter or disguise) identifying codes or markers is prohibited.

WEAPONS POLICY

The possession, use or sale of weapons, ammunition, combustibles, fireworks, explosive devises or any other substance or device designed to harm or incapacitate is prohibited on campus.

"Weapons" include, but are not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over 5 inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus.

PET POLICY

Pets other than fish in small aquariums are not allowed in the residence halls. Pets are a problem inside a residence hall because of sanitation, pest control, allergies and noise. Any student or residence hall resident that disregards this policy will have to remove the pet immediately and will be subject to a fine not to exceed $50.00. Students who fail to comply with this request will be referred to the Campus Judicial Board for disciplinary action. Students are also responsible for the actions of their guests and will be held accountable if a guest brings a pet inside a residence hall

SOUND AMPLIFICATION (NOISE POLICY)

Consideration of others and mutual respect are among the most important ingredients for successful residence hall living. Noise levels that negatively affect study, sleep or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained.

Minimum quiet hours have been established. Consideration hours are in effect during the period not designated as quiet hours. Students are reminded to be considerate of their neighbors and surrounding community.

Musical instruments (electric guitars, drums, band instruments, etc.) are not to be played in residence hall rooms at any time. Students wishing to play amplified instruments should schedule practice time with the music department or play the instruments without amplification while in the residence hall or other common areas.

Offenders of the noise policy are referred to the Campus Judicial Board.

QUIET HOURS

Residence hall living requires that students be considerate of each other and reasonably quiet at all times. Observance of quiet hours in the residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. **It is your right as well as your responsibility to let offenders know if their activities are annoying you.**

Campus quiet hours are to be observed **Sunday through Thursday from 11:00 p.m. to 8:00 a.m. and Friday and Saturday from 2:00 a.m. to 8:00 a.m.** During quiet hours, radios, stereos, and televisions must be turned off or played softly with room doors closed. Conversations must be kept to a level not to disturb others. Members of any residence hall may extend their quiet hours through a majority vote of residents.

Repeated loud use of equipment or disturbance from guests will result in a requirement that the equipment is removed and visitation privileges are reduced. Areas with 24-hour quiet hours can be established on certain floors in the residence halls. Residents and visitors should respect the intentions of these halls.

During "Reading Day" and through the exam period, 24-hour quiet hours are in effect for all residence halls.

SALES AND SOLICITATION

These regulations apply to the sale or distribution of goods and services and the solicitation for promotion of and advertising of any item, program, or service.

The following guidelines generally apply:

1. Sale and/or promotion are limited to activities permitted under municipal, state, and federal laws. Individuals and groups must conform to local licensing laws. Authorized sales or promotions must not disrupt the normal operation of the college.

2. Arrangements for sale or solicitation on campus by registered organizations or by college departments are made with the director of student activities.
3. Door-to-door solicitation or promotion in residence halls by off-campus organizations and businesses is prohibited. Written authorization of the director of residence life is required for student door-to-door solicitation, promotion, or distribution. If someone selling door-to-door approaches a student in the residence hall, he/she should contact the office of Campus Police and report such activity immediately.
4. Promotional items and/or advertising will not be placed in student mailboxes unless first approved by the dean of students' office or unless items are handled by federal mail services.
5. Posted materials for sales, or programs must follow campus-posting rules and be approved by the director of student activities. (See posting policy).

POSTING POLICY

In public areas outside of residence halls, Trexler, and academic buildings, posters may be attached and displayed if they include the name of the individual(s) or organization sponsoring the event or product being advertised. Posting may only be done on surfaces that are designed for such purposes, for example kiosks, display panels, and bulletin boards. Display of any posters or other material on the exterior of any building, landscape features (including trees and lampposts) or other surfaces not specifically designated as a poster display area is prohibited.

To post inside the residence halls, permission must first be received from the office of residence life. If your residence hall has posting space designated specifically for general use by residents, you may post materials there without receiving prior permission.

Materials must be mounted with tape, push pins, paper staples, or other means to allow removal without surface defacement. Stickers are to be affixed in the same manner — not with their adhesive backing. Unattached materials, handouts and handbills are prohibited except those materials distributed in Student Government Elections and by individuals/organizations who have secured the necessary solicitation permit from the office of student development. All materials not conforming to the above guidelines will be removed. All outdated materials must be removed the day after the event is to have taken place. Off-campus groups are required to have their posters approved in the student development office, 203 Jernigan Center. Posting on glass doors or windows is prohibited in all buildings on campus.

HAZING POLICY

No student shall, individually or by joining with one or more other persons, engage in any act of hazing.

Hazing may be defined as follows: to subject to cruel horseplay, to harass or punish by imposition of disagreeable tasks, to frighten, scold, beat, or annoy by playing abusive tricks upon an individual.

The college prohibits any action that subjects a pledge, initiate, or member of a student organization to activities that are personally demeaning or involve substantial risk of physical injury. Such acts include both organized rites of initiation and informal activities.

Hazing may include, but is not limited to, any brutality such as: paddling; whipping; forced calisthenics; exposure to the elements; forced consumption of food, liquor, beer, or other substances; or any forced physical activity that could adversely affect the physical health and safety of the individual. Hazing shall also include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct that could result in extreme embarrassment or adversely affect the mental health or dignity of the individual. Students involved in hazing activities are subject to institutional disciplinary action by an Administrative Hearing Board.

DRUG-FREE SCHOOLS & COMMUNITIES ACT of 1989

Colleges have had a long-standing concern about the harmful effects of alcohol abuse and other illicit drugs. Under the Drug-free Schools and Communities Act Amendment of 1989, the college is required by law to notify all employees and students of specific alcohol and drug policy and program.

1. Alcohol and Drug Prevention Program and Policy: This policy is intended to educate members of the college community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. In addition, in order to assure a work and learning environment that promotes the college's mission and proper function, the college prohibits the unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff or student on college property or as part of any college activity. Federal and state sanctions also apply to such conduct.

Prevention strategies include efforts to change inappropriate community norms regarding alcohol or other drug use and to provide information and skills regarding sensible use.

2. Health Risks: The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat, and stomach; contracting diseases such as AIDS, through shared needles and/or unsafe sexual behaviors; pregnancy problems including miscarriages, still births, and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological and psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual and inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior towards others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrests, traffic accidents, injuries and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, or others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

3. Counseling and Treatment Programs: The college encourages individuals with alcohol or other drug-related problems to seek assistance. For students, the office of the dean of students or the office of student health and wellness can provide information on local, state, and national resources. Information shared in these offices will be held confidentially.

4. College Sanctions: Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs by faculty, staff or student on college property or as a part of any college activity may lead to sanctions within the college, the severity of which shall increase as the seriousness of the violation increases.

Sanctions for violations by faculty and staff shall be imposed pursuant to existing procedures applicable to acts of misconduct.

Sanctions for violations by students shall be imposed pursuant to the procedures for hearing student violations of the college's policy on alcohol and drugs.

5. External Sanction: Unlawful possession, use, manufacture or distribution of alcohol or illicit drugs may also lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment. Violations may also lead to forfeiture of personal or real property and denial of federal benefits, such as grants, contracts, and student loans. The state also may impose a wide range of sanctions for alcohol related offenses. More detailed descriptions of sanctions related to these and other alcohol and drug offenses are located in libraries, at the counseling center and other administrative offices.

ALCOHOL LAW VIOLATIONS IN NORTH CAROLINA

For many of you, this is the first time you have lived in North Carolina. It is important to know and understand the laws concerning alcohol in this state.

It is illegal in North Carolina:

* For any person under the age of 21 to possess any alcoholic beverage with the intent to consume the beverage.
* For any alcoholic beverage to be made available by sale or otherwise to anyone under the age of 21.
* For any alcoholic beverage to be made available by sale or otherwise to anyone who is visibly intoxicated.
* To posses open containers of alcohol in the public domain.

Information on North Carolina Laws Regarding Alcohol

A. Possession of Beer or Unfortified Wine:
Penalty -- If 19 or 20 years of age, the offense will be an infraction, which is an unlawful act that is not a conviction and has no legal consequence other than a fine of $25.00.

If 18 years of age, it will be a misdemeanor, which will become a matter of public record as a criminal conviction and subject to court cost and/or fines.

B. Purchase or Attempt to Purchase Beer or Unfortified Wine:

Penalty -- If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of $25.00. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fines and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

C. Aid and Abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:

Penalty -- If Under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500.00 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

D. Use or Attempt to Use in Order to Obtain Alcoholic Beverage

When not of Lawful Age, a Fraudulent or Altered Driver's License; or a Fraudulent or Altered Identification Document Other Than a Driver's License; or a Driver's License Issued to Another Person; or an Identification Document Other Than a Driver's License Issued to Another Person:

Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

E. Permit the Use of One's Driver's License or Any Other Identification

Document of Any Kind by Any Person Under 21 to Purchase or Attempt to Purchase or Possess Alcohol:

Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

5. Distribution of Alcohol and Drug Policies: The college's drug and alcohol policies are published and distributed in the Student Handbook each year at the beginning of the Fall academic term.

6. Review of College Programs and Polices: Policies and programs are reviewed on an annual basis. Reviews of program and policy effectiveness are completed in order to implement change as needed and to ensure the college's disciplinary sanctions are consistently enforced.

QUEENS DRUG POLICY

The use of illegal drugs is potentially harmful physically and mentally and often interferes with the user's ability to function adequately in his/her academic and social life. Also, misuse of illegal drugs often impinges upon the social and academic rights of others. Thus, the use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on the campus and off campus can lead to disciplinary action and/or possible criminal action. Special efforts are made to keep drugs off campus and to prevent the distribution or sale of drugs on campus.

Students found in violation of this policy will be brought before an Administrative Hearing Board.

QUEENS COLLEGE POSITION ON ALCOHOL

College years are a time when you learn to take responsibility for your own life, to establish your own values and beliefs, to set personal goals, to determine the priorities in your life and to recognize that actions have consequences. Few issues can have a greater impact on students' lives than the use of alcohol. You will be exposed to alcohol before, during and after your college years. Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. The College seeks to provide a realistic social atmosphere on campus to develop student responsibility and permit maximum personal freedom in matters affecting student life.

QUEENS ALCOHOL POLICY

The following conduct is prohibited:

1. Possessing or consuming alcohol if under the legal age (21).
2. Operating a motor vehicle on campus while under the influence of alcohol.
3. Misrepresenting one's age for the purpose of purchasing or consuming alcohol.
4. Possessing, furnishing or consuming alcohol in college buildings or ground, other than in personal rooms or at designated functions (when above the legal age).
5. Possessing a common source of alcohol (i.e. keg, beer balls, or the equivalent).
6. Purchasing, furnishing, or serving alcohol as a legal aged student to a minor.
7. Being dangerously intoxicated.
8. During times of emergency or crisis on campus, the Provost may designate the campus to be "dry." Students found violating this policy will be brought before an Administrative Hearing Board.

Excessive drinking and intoxication will not be tolerated. Members of the community who chose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state laws, college regulations or the rights of others. Except in the most extreme cases, the Campus Judicial Board will adjudicate alcohol violations.

The college's alcohol policy is basically state law. Those under age may not consume alcohol under any circumstance. Those of legal age may consume beer or wine only in residence hall rooms occupied by of age students. College policy prohibits alcoholic beverages in public areas, whether inside or outside the residence hall. Kegs and similar large containers are not permitted on campus.

Students who have a drinking problem or have the potential for a problem are encouraged to seek assistance.

As mandated by federal law minimum responses to policy violations concerning alcohol must be published and followed consistently. The minimum responses at Queens College are as follows:

1. First violations result in $25.00 fine, written warning and meeting with the Dean of Students.

2. Second violations result in required meeting with counselor (if off-campus, at the student's expense), social probation, and $50.00 fine.
3. Third violations result in automatic recommendation for suspension, disciplinary probation, and $100.00 fine.

ALCOHOL AT EVENTS

Students and contracted student organizations are always expected to conduct themselves in accordance with the laws of the state and to assume full responsibility for their activities and events. The college assumes no responsibility for any liability incurred at any event not sponsored by the college where alcohol is served and/or sold.

Areas of Emphasis:

1. The Provost in consultation with the Dean of Students, approve all public areas on the grounds of the college where alcohol may be served at approved student events.
2. College or student organization funds may not be used for the purchase of alcoholic beverages.
3. Events, whether planned or spontaneous, involving the possession/distribution/consumption of alcoholic beverages are prohibited in and around the first-year residence hall.
4. Alcoholic beverages should not be served at any function or event sponsored by the college or held on college-owned or leased property which will be attended by under-aged students. Requests for exceptions must be presented in writing to the Provost and Dean of Student no later than 72 hours before the event. Trained personnel must be present to supervise the distribution of alcohol.
5. Non-alcoholic beverages and food must be present at college functions/events where alcoholic beverages are served.
6. Alcoholic beverages may not be mentioned in the advertising or publicizing of college sponsored events.
7. Organizations serving alcoholic beverages at college sponsored events should not allow anyone to enter or exit the event with beverage containers.
8. Organizations must check for proper age identification of individuals attending events where alcohol is served.
9. A student may not let another person use his/her student I.D. for the purpose of obtaining an alcoholic beverage.
10. The college dining services is the only organization on campus eligible to obtain a license for the purpose of selling alcoholic beverages on grounds.

11. Any organization, as well as its leadership, sponsoring any event at the college will be held responsible for following all state law relative to the serving and/or selling of alcoholic beverages.
12. Additional regulations governing the use of alcohol at college events are available through the office of student activities and are published on the required events planning form.

STUDENT ORGANIZATION SPONSORSHIP OF EVENTS WITH ALCOHOL PRESENT

The following policies have been established to ensure that student organizations are equipped with the proper risk management tool for successful activities that allow of-age students to consume alcohol:

1. The student organization host (individual member) must be at least 21 years of age on the date that the "Event Information and Service Request Form" is submitted. Approval will not be issued to student organizations unless the host is of legal age to consume beer and wine.
2. The student organization host must also sign the statement agreeing to the enforcement of all state and federal laws and Queens College policies regarding alcohol. This statement is located on the "How to Plan an Event with BYOB" form and available from the Director of Student Activities.
3. The signing student is considered the host for the event. He or she assumes overall responsibility for the event and ensuring that students and guests abide by state and federal laws and Queens College policies.
4. The student host must be a member in good standing in the organization and must be present for the entire event. If the event is being co-sponsored by two or more organizations there must be a host from each sponsoring organization.
5. The student host may not consume any alcoholic beverage three hours immediately prior to or during the entirety of the event.
6. The student organization is responsible for paying for a campus police officer and chaperon the night of the event. Campus police shall be paid at a rate of $15.00 per hour with a minimum of $60.00 per event. Chaperons shall be paid at a rate of $30.00 per event.
7. The student host is responsible for meeting with the officer on-duty and the chaperon prior to the event to discuss duties and responsibilities.

Approved events must also adhere to the following Queens College guidelines:

1. **ID Check and Bracelets:** Students consuming beer and wine must be prepared to verify their age with valid photo identification. Students participating in BYOB will be asked to wear special wristbands. The office of Student Activities can provide your organization wristbands at no charge.
2. **Funding:** Student organization budget funds (those from student fees) may not be used to purchase alcoholic beverages.
3. **Area:** The event, its noise, and the consumption of beer and wine must be confined to the specific area for which permission was granted.
4. **Hours:** The hours of the event must fall between those times outlined on the "Event Information and Service Request Form."
5. **Food:** Adequate food and non-alcoholic beverages (not just water) must be available based upon the number in attendance.
6. **Cleaning:** The event area must be cleaned and returned to a neat and orderly fashion immediately after the event.
7. **Damages:** The host will be held responsible for any damages to the event site and/or its furnishings. Likewise, if campus damage can be directly attributed to an event, charges will be filed against the organization with an Administrative Hearing Board.

SMOKING POLICY

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulation, smoking is not permitted in all academic and administrative builds as well as all public areas of the residence halls. Public areas are defined as all lobbies, bathrooms, hallways and stairwells. Smoking is permitted only in individual student rooms with the door closed.

NONDISCRIMINATION & HARASSMENT STATEMENT

The college values a community atmosphere that is free from all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. The college prohibits conduct which prevents free academic interaction and opportunities or which creates an intimidating, hostile, or offensive study or work environment. A grievance procedure has been established to respond to allegations of discrimination

and harassment. If you feel you are in need of assistance, you may speak with the Dean of Students or with the Counseling Center.

SEXUAL HARASSMENT POLICY

Sexual misconduct is a serious violation of the Honor Code. It is important that we at the college provide an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action.

The Counseling Center and the Dean of Students' offices are available for informal discussions if you feel you need information about what constitutes sexual harassment. Formal complaints of sexual harassment should be brought to the Dean of Students' office and will be handled in the following manner: upon receipt of a written complaint, an in-depth investigation will be completed with the assistance of the Provost's office and/or Campus Police. After evaluating the specifics of the complaint, the Dean's office will issue a finding to the Provost's office and seek to resolve the matter.

If circumstances make the procedures outlined above uncomfortable or inappropriate, the student may bring the complaint directly to the Provost.

In cases in which a student chooses not to file a formal complaint, the college may still take appropriate action consistent with the complainant's need for confidentiality. The college is committed to protecting those filing complaints from inappropriate retaliation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment encompasses any sexual attention that is unwanted and can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical.

CRISIS INTERVENTION

In order to maintain an academic atmosphere in the residence halls, you are expected to conduct yourself in a considerate manner with regard to the rights, obligations and safety needs of others. **Accordingly, you are obliged to live in a cooperative manner with your roommate and other community members.**

Trained and caring staff members provide assistance to students experiencing temporary emotional crisis. The counseling center is available for students who have more serious psychological needs. Long-term assistance cannot be expected in the residence halls or campus setting and must be obtained through local, private resources or community agencies. Help in locating off campus services can be found in the counseling center.

In order to provide students with timely and quality assistance, residence hall staff are required to follow standard procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempt, etc. All situations in which a student may be in potential danger will be reported so that arrangements for help can be made. If a student demonstrates that he or she is potentially harmful to self or to others, appropriate action will be taken. The student will be required to undergo a psychiatric evaluation by a board-certified psychiatrist. Personnel in the college-counseling center are available to advise the student and the student's family on a suitable plan for assessment and treatment. The student may not return to the college until a treatment plan is in place. The student may be required to take a medical withdrawal (six-month minimum) from the institution.

Other behavior, which disrupts the residence hall community, will result in an evaluation of the individual's suitability for continued residence status.

SEXUAL ASSAULT

It is a serious violation of college policy to engage in sexual contact without the consent of the other person. Such consent may be withdrawn at any time, without regard to activity preceding the withdrawal of consent. A student who violates this policy can be prosecuted in the courts of this state and may be expelled or dismissed from the college for the first offense. Sexual assault — includes rape, attempted rape, sexual battery, attempted sexual battery — is a serious offense.

Rape is defined as sexual penetration, no matter how slight of the victim by any part of the perpetrator's body, or by use of an object, without the victim's consent or against the victim's will where the victim;

1. is forced or has reasonable fear that the victim or another will be injured if the victim does not summit to the act;
2. is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol; or

3. suffers from a mental or physical disability.

Sexual battery is defined as intentionally touching the victim's intimate parts without or against the victim's consent. This touching is either directly on the body part or on the clothing covering that body part. It is also sexual battery if the victim is forced to touch the intimate parts of the perpetrator.

Students who may have been sexually assaulted may refer to the numbers below for help. There is never any pressure placed upon a student who has been assaulted, choices and support are given, the decision to report or prosecute an assault primarily rests with the victim.

- The Office of Student Development: 337-2227
- The Counseling Center: 337-2556
- The Office of Residence Life: 337-2455
- The Chaplain: 337-2291 or 337-2304
- Your RC or RA

- Seek medical attention (even if there are no injuries). Call one of the local hospitals: Carolinas Medical Center — 355-2000; Presbyterian Hospital — 384-4000; or Mercy Hospital — 379-5000.

- Call Campus Police at 337-2306; they will have someone come get you if you are off campus.

- Contact the rape crisis center (24 hour counseling and support for victims of sexual assault) 375-9900.

- You can seek support any time from the Counseling Center: 337-2556 or by contacting the RC on duty to have a counselor paged.

VICTIMS RIGHTS

To encourage reporting of sexual assault/sexual misconduct, the following is a list of rights of victims of sexual assault/sexual misconduct on campus:

1. the right to an explanation of the available options for redress;
2. the right to request that campus police issue a trespass to off campus perpetrators or restraining order for on-campus perpetrator to prohibit further contact or harassment;
3. the right to not have irrelevant past sexual history discussed

during the hearing;

4. the right to remain present for the entire proceeding and to inspect evidence presented;
5. the right to make a victim's impact statement before sanctioning if the alleged perpetrator is found to have violated the Honor Code in this manner;
6. the right not to have their identity revealed outside of the confidential proceedings, without consent; and
7. the right to know the status of the case at any point during the judicial process.

These rights are granted under specific provisions of The Family Educational Rights and Privacy Act.

FREEDOM OF INQUIRY AND EXPRESSION

Individuals and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. You are free to support, by orderly means, causes that do not disrupt the regular and essential operations of the college.

It is understood that in public expressions or demonstrations, you speak only for yourself. Recognized student organizations are allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If nonmembers of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Provost. Speakers are free to express any view; however, committees and organizations which invite speakers to appear on campus must exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the institution. Student organizations are responsible for the orderly scheduling of facilities and for conducting the occasion in a manner appropriate to the academic community. If contracts with the college are required for speakers or guests, the office of the Dean of Students and of Student Activities must review them.

CHAPTER TWO
STUDENT JUDICIAL PROCESS & STUDENT RIGHTS

DISCIPLINARY PROCEDURES

The judicial system is designed to promote the Honor Code and investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of three judicial boards. The Honor Council and the Campus Judicial Board are comprised of elected student representatives and are responsible for interpreting and implementing the certain aspects of college policies and procedures. The third body (Administrative Hearing Board) has student representation and works closely with faculty and administration to adjudicate more sensitive and/or serious cases.

The office of Student Development reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Disciplinary procedures are designed to ensure due process and protect students' rights. The goal of disciplinary action is not meant to make students uncomfortable, but rather to teach responsibility and the importance of maintaining a safe, secure, and comfortable environment in which to learn and grow.

As a member of the campus community, it is primarily your responsibility to establish and maintain an atmosphere in which all members' rights are respected. **For this reason, you or other members of the community may make referrals for disciplinary action or be called to serve on a "Peer Review Board."** If you wish to report someone who has violated your rights to a comfortable environment or another student's rights, see your RA or come to the office of student development.

THE JUDICIAL SYSTEM PROCESS AND PURPOSE

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to respect the rights, freedoms and safety of members of the campus community,

The purposes of the judicial process are to provide a fair and educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the college community; and to uphold the nonacademic rules and regulations of the college.

JUDICIAL BODIES

Depending on the circumstances, Honor Code Violations may be addressed through one of four settings:

1. Campus Judicial Board Peer Review Board;
2. Campus Judicial Board (CJB) Executive Panel;
3. Administrative Hearing Board; or
4. Honor Council (academic charges only)

The Peer Review Board is made up by the four elected executive to CJB, one faculty representative, one student development appointed administrator, and at least eight students randomly called from the general population of the student body. An accused student may opt for a Peer Review Board during the investigation stage of a policy violation.

The college believes in and encourages students to take part in the running of the school in appropriate ways. Participation in the student judicial process is one such avenue. You may be call to serve on a "Review Board." If you are called, you have been selected at random from the entire CAS population. You are duty bound to attend the hearing date and participate to the fullest of your ability. You will have outlined for you the duties that you are to perform. If there are no violations to review on the date of your panel, you are dismissed from service until the following semester.

Failure to attend and participate in a "Review Panel" is considered an Honor Code Violation. Students refusing to serve will be fined $50.00 and required to meet with the Dean of Students.

CJB Executive Panel is made up of the four elected executives to CJB, one faculty representative and one student development appointed administrator. If an accused student wishes to take responsibility for an alleged policy violation he/she may chose to be reviewed and sanctioned by the Executive Panel.

Administrative Hear Boards are convened by the Dean of Students. This board consists of the President of CJB, the President of Honor Council, President of the Student Government Association, the faculty advisors to

CJB and Honor Council. Two additional faculty members are appointed at random and the board is presided over by the Dean of the College of Arts & Sciences. Certain policy violations are always reviewed an Administrative Hearing Board. Typically these policies include any which may have criminal implications, or have been spelled out in the college policies as being of a serious or sensitive nature. Students found responsible for policy violations by this body, and sanctioned, may follow the requirements for appeal, but these appeals are sent directly to the Provost of the college for review.

Honor Council is made up of three executive officers elected representatives from each class, and two advisors (one faculty and one administrator). Honor Council will review any academic violation brought to its attention by faculty or students.

JUDICIAL PROCEDURAL REQUIREMENTS

Documentation and Initial Investigation: Judicial proceedings begin when a student, staff, faculty, community member or campus police officer witnesses an incident, situation, or questionable behavior which appears to violate the standards expected of Queens College students. An individual wishing to report an incident should contact an official in Residence Life, campus police or the Student Development office. A report is prepared describing pertinent facts and the names of persons involved. If the incident is deemed sufficiently serious and a representative of the appropriate office considers the report to indicate probable violation of the Honor Code or of students' rights and responsibilities, the incident will be heard by the appropriate judicial body.

Right to a Hearing: Students shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the individual presiding over the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.

Notice and Response: Students accused of violating college regulations will be informed of their rights. No form of harassment will be used by college representatives to coerce admission or responsibility.

Students will be sent written notice (for which acknowledgement must be signed) specifically citing the alleged offense(s). This notice will be sent as soon as possible after receipt of the completed report(s). The student must be in contact with the corresponding office or judicial representative within three working days to make arrangements for a hearing, except during final examination periods when the student must make contact within 24 hours. In the event that the accused student does not respond within three working

days of the dated letter of notification, a hearing date will be scheduled by the appropriate hearing officer, except during the final exam period when the case will be heard immediately. After notification, should the student not attend a hearing requested by the appropriate hearing body, the hearing will be held and action taken without the student present. Findings will be based solely on information available at the time. Failure to respond will not presume responsibility or non-responsibility. However, if the student who fails to appear before the board is found to be responsible, he/she forfeits the right to appeal any decisions made (excluding suspension or expulsion, which are automatically appealed).

The hearing must be conducted within 20 academic days of the date of the notification letter. If the student wishes to have the case heard during college vacation period, or wishes to extend the case beyond the 20 academic day period, the student may request that waiver directly to the Dean of Students. The college may make that same request to the student.

Right to Counsel/Advisor: An adviser may assist the student at hearings. The advisor must be from the college community (student, faculty or staff member). The advisor can not speak for the student; the advisor can only advise the student. The student must notify the judicial body if he/she intend to bring an adviser and must provide the adviser's name 24 hours in advance of the hearing.

Burden of Proof: After the hearing, the judicial body will determine, by majority vote whether the student has violated the policies and expectations of the college. The judicial body's determination will be made on the basis of whether it is "more likely than not" that the accused student has committed a violation. A student may be found responsible for a lesser/ greater charge, if after review of the reports, it becomes evident that a lesser/greater offense has been committed.

Evidence, Testimony, and Witness: The accused student will be given an opportunity to testify and to present witnesses. The student will also be given the opportunity to hear and question adverse witnesses. In no case will the judicial body consider statements against the student unless the student has been advised of their content and of the names of those who made them and unless the student has been given the opportunity to rebut unfavorable inference that might otherwise be drawn.

All materials upon which a decision may be based must be introduced for consideration at the proceedings before the judicial body. The decision should be based solely upon this material.

Hearings will proceed in the following order:

1. introductions;
2. reading of the charges;
3. the student's denial or admission of the charges;
4. presentation of evidence by the complainant and questions by the student charged and/or the judicial body;
5. presentation of evidence by the student charged and questions by the complainant and/or the judicial body;
6. closing remarks by both parties;
7. deliberation by the judicial body.

Privacy of Proceedings: All hearings will be closed unless the accused student elects in writing to have an open hearing.

Record of Proceedings: A complete file of all documents, evidence, charges, and correspondence will be placed into a portfolio for the record, in case of appeal.

All such records will be collected and preserved by the appropriate officer from the respective judicial body, who will return these records to the Dean of Students' office immediately after the decision has been reached.

These records will then be duly preserved and protected in the Dean's office pending final disposition of the case. All records are the sole property of the college.

The Decision: The student will be notified in writing of the decision within five days after the judicial body's decision. Every attempt will be made to make decisions immediately after hearings; however, sometime cases prevent this because of scope and subject matter. If a decision is reached after the hearing, it will be communicated to the student verbally.

In cases involving alleged sexual assault, both the accused and the accuser will be notified in writing within five days of the judicial body's decision.

SANCTIONS

Sanctions may include the following:

1. Disciplinary Warning: An official written notification that a student's behavior is in violation of college regulations or standards and that clarifies expected behavior in the future. Further misconduct may be treated with more serious sanctions.

2. Social Probation: Probation for a period not to exceed six weeks, indicating that the individual's standing within the college is in jeopardy and that further negligent or willful violations will normally result in disciplinary probation. During the period of social probation the student may not take part in college social functions and/or may have specific restrictions placed upon them by the judicial body.
3. Disciplinary Probation: Probation for a period of more than six weeks, but not to exceed a full academic year, indicating that the individual's standing within the college is in jeopardy and that further negligent or willful violation will normally result in suspension or expulsion. During this period of disciplinary probation the student may not represent the college in any form or fashion, including college athletic competition, student leadership positions, or any nonacademic pursuit.
4. Suspension from Residence Halls: Prohibits the student from residing in any college operated residence hall on either a temporary (as a guest) or permanent basis. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during this period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the semester.
5. Suspension from the College: Separates the student from the college for a specific period of time. Such separation prohibits attendance at any class, social event, or other function, or visiting college grounds or buildings unless by written permission. Reapplication is not required following a term of suspension.
6. Community Service: When deemed appropriate, the judicial body may also require the performance of a specified number of community service hours. This sanction will be fulfilled either on or off campus. On-campus service will be in a designated department.
7. Educational Sanction: When deemed appropriate, the judicial body may require performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic. Educational sanctions also include required counseling or issues exploration and testing. These services, if off campus, are to be at the student's expense.
8. Restitution: When deemed appropriate, the judicial body may require restitution for damages or other payment of expenses incurred as a result of the student's actions. Restitution may be required to the college, a specific department, or a specific

individual as determined by the hearing.

9. Fines: When deemed appropriate, the judicial body may levy fines, no greater than $200, payable to the college for select policy violations. Fines will be used for student educational programs.
10. Expulsion: Separates the student from the college for a period of time no less than two full semesters and no greater than four academic years. Such separation prohibits attendance at any class, social event or other function, or visiting college grounds or buildings unless by written permission. An individual wishing to resume studies after having been expelled must reapply for admission to the college.
11. Dismissal: Separates the student from the college. Such separation prohibits attendance at any class, social event or other function, or visiting college grounds or buildings. An individual who has been dismissed is ineligible for readmission to the college.
12. Sanctions Related to Group/Organization Behavior: An Administrative Hearing Board will sanction any group or organization recognized by the college which breaks college policy. The following sanctions are at the disposal of this judicial body when dealing with groups/organizations:
    a. Restitution: The board may recommend that restitution be made to the college, a specific department, or individual.
    b. Written Warning: A written disciplinary warning with copies sent to advisors, headquarters, and copies maintained in the office of the Dean of Students, stating the behavior which is being addressed and expectations for future behaviors.
    c. Disciplinary Probation: Probation for a period of time to be established by the board not to exceed one full academic year, implying that the group's standing within the college is in jeopardy and that further negligent or willful violation will normally result in withdrawal of college recognition. Disciplinary probation may include restrictions on the group's functions during the probation period. The group will be informed of corrective measures that must be undertaken during the probation period and maintained after its conclusion.
    d. Withdrawal of College Recognition/Suspension of Privileges: In serious or repetitive violations of college policies by a group, the board may withdraw college recognition and support including the

privilege of access to college resources. A group desiring to reestablish a relationship with the college must apply for recognition by the college through the Dean of Students' office. Reapplication may not occur for a full academic year after withdrawal of recognition.

These sanctions need not be imposed in sequence; rather, the severity of the sanction should reflect the severity of the violation. Likewise, individual members of an organization may also face adjudication with Campus Judicial Board for their individual part in their organization violation.

APPEALS

In the interest of fairness, only the recipient of disciplinary action has the right to appeal. It is the responsibility of the body of original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented. Disciplinary sanctions imposed through a hearing body do not become effective until the Dean of Students has approved the sanction.

All appeals must be submitted within 48 hours of the hearing to the Dean of Students. The Dean of Students will refer the appeal to the appropriate appellate body.

The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision will not be basis for consideration of an appeal. The only bases for considering an appeal are the presentation of facts that indicate:

1. an error in procedural due process by the body of original jurisdiction which prejudiced the disciplined student to the extent that the student was denied a fundamentally fair hearing as a result of the error, or
2. the emergence of new evidence that could not have been previously discovered by the exercise of due diligence and that, had it been presented at the initial hearing, would have substantially affected the original decision of the adjudicating body.

The appellate body will make an initial determination as to whether sufficient grounds for appeal, based on the standards above, have been alleged. Appeals that do not allege sufficient grounds will be denied

consideration and will be dismissed. Appeals that do allege sufficient grounds will be accepted for consideration. The appellate body will not conduct a rehearing but will examine the record made of the original hearing. The Appellate body may, at its own discretion, permit written or oral statements from the concerned parties at the time of appeal.

The alternatives available to the appellate body are:

1. sustain the recommended penalty;
2. reverse the verdict; or
3. remand it to the original judicial body (to reconsider the penalty, not responsibility).

The Provost of the college retains final authority on all matters, including disciplinary decisions. Therefore, any disciplinary action is subject to final review by the Provost.

Sanctions of suspension, expulsion or dismissal from the college (not from housing) are automatically appealed on the student's behalf by the Dean of Students.

Appeals Board Hearing

If a student has been found responsible for charges filed against him/her with either the Honor Council or Campus Judicial Board he/she will have the right to appeal the decision. The appeal must be in writing no later than 48 hours after the Hearing Board has adjourned. The appeal must be delivered to the Dean of Student Development in office 203 Jernigan Center. The Dean's office will convene an Appeals Board, which will consist of the following:

- SGA President;
- Honor Council President;
- Campus Judicial Board President;
- Student Life Committee Representative;
- Dean of the College of Arts &Sciences;
- Chairperson of the Faculty Administration Council; and the
- Faculty representative from CJB or Honor Council dependant upon where the appealing student was originally sanctioned.

DISCIPLINARY RECORDS

Disciplinary files will be voided if the student is determined to be not responsible for the alleged violation(s). A permanent file will be maintained

if a student is expelled or dismissed as a result of being found responsible of rules violation(s). No reference to the expulsion or dismissal will be made in the student's transcripts unless the sanction so specifies. Files developed in cases in which lesser sanctions have been imposed will be retained for a period of one year after graduation or four years after the date of action, unless the sanction specifies that it should be retained for a longer period.

CHAPTER THREE
RESIDENCE LIFE

INTRODUCTION

During your college years, the residence hall is your home away from home. Living in a "dorm" can be one of the most special experiences you will have at Queens. There will be no other time in your life when you have the opportunity to live and learn with so many of your peers. Because of this, the residence hall environment is a dynamic part of your education.

Students are encouraged to become active and contributing members of their residence hall "communities." By taking part in community meetings, joining intramural teams, attending programs and activities, and helping to create an environment in which it is comfortable to live and learn, you will get the most out of your residential experience.

REQUIREMENTS FOR LIVING IN THE RESIDENCE HALLS

Students living in the residence halls must carry a minimum of twelve semester hours in the day program at all times. Exception are typically granted if the student has documented medical reasons for a lighter academic load or if the student needs less than twelve semester hours to meet graduation requirements.

One of the major purposes of the of Student Development office is to aid students in making their time at Queens College valuable and relevant. As a result, it is the College's policy that **all freshmen must live on campus, unless they are local residents living with a parent or guardian.** Residence housing is made available to provide a common learning experience to as many students as possible. All requests for waiver of this policy must be made in writing to the Dean of Students.

Occupancy of the residence hall room is considered usage of College facilities. This usage does not give the same latitude as does a lessee-lessor rental agreement.

RESIDENCE LIFE STAFF

The residence life staff is available to provide peer counseling, resource referrals, information and programming for resident students. They have all

been trained to deal with emergencies, to protect individual and institutional rights through the enforcement of college policies, and to assume the administrative responsibilities of the residence halls. The staff's goal is to develop living environments that promote interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity. The residence life staff includes:

1. The Assistant Dean/Director of Residence Life;
2. the Assistant Director of Residence Life (Operations & Summer Conferences);
3. the Residence Coordinators (RC) staff, and
4. The Resident Assistant (RA) staff.

OCCUPANCY OVER BREAKS/HOLIDAYS

The residence halls are open during some of the designated breaks (i.e., Fall Break and Spring Break). Any student who wishes to stay during these period must notify his/her Residence Coordinator (RC) in writing at least 48 hours prior to the beginning of the break. **This is not a permission request, rather an informational requirement to allow hall staff to know who is in residence**.

Residence Halls are closed during Thanksgiving and Christmas holidays and all students are required to make alternative living arrangements. The college does not assume any financial responsibility or supervisory responsibility for out-of-state or international students during break periods. The office of Student Development will assist students in locating housing alternatives if requested. The academic schedule included in this handbook indicates the official opening and closing of the residence halls. All students are expected to abide by these dates.

Students who enter or remain in residence halls when the buildings are officially closed without express written permission from the Director of Residence Life will be fined $200.00 and face dismissal from housing for the remainder of the academic year.

Each student (with exception of graduating seniors during the Spring-term) must vacate rooms within 24 hours after his/her final semester-end exam. Because of travel arrangements some students may request an additional day of residence. These requests must be made in writing one week prior to the closing of school. Permission will be granted by the Director of Residence Life for special needs.

Graduating seniors must vacate residence halls by 10:00 AM the day following graduation exercises.

CHECK-IN & CHECK-OUT PROCEDURES

Checking in…
All resident students are required to be checked into their rooms by a residence life staff member. Rooms are to be occupied only by the person(s) properly assigned by the residence life office.

The check-in procedure involves completing a Room Condition Report (RCR) and being issued a room key, building access card, and a laundry access card.

Checking out…
It is the responsibility of every student to remove all his/her personal property from the residence hall room by the close of school in spring term. It is also his/her responsibility to follow all checkout procedures. The college reserves the right to remove and dispose of all personal property left after the announced closing date. A $100 fine and daily charge will be imposed upon any student not vacating his/her room at the designated time. Each resident must vacate the residence halls within 24 hours of his/her last exam. Graduating seniors must vacate the residence halls within 24 hours of graduation or the designated time stipulated by the Residence Life Office. Students may contact the director of residence life to discuss extenuating circumstances.

Students checking out of a residence hall during or at the end of a semester must do so with a residence coordinator (RC) or a resident assistant (RA). At that time a staff member will determine the condition of the room, assess any damage or cleaning fees, and make any other needed arrangements for the student's withdrawal from the hall. Damage fees are reported to the Business Office. All rooms must be cleaned before checkout. A student will be fined a minimum of $25.00 if he/she does not follow proper checkout procedures.

Students failing to follow proper checkout procedures waive their right to appeal room damage fees. Students wishing to appeal room damage fees must do so in writing to the director of residence life within thirty days of vacating the residence halls.

<u>If moving off campus during academic year:</u>

a. Obtain permission from director of Residence Life and director of Financial Aid before moving off campus;

b. Make and keep a checkout appointment with RA;
c. Remove all possessions from the room and clean before checking-out with a staff member;
d. Be present when room is inspected for damages;
e. Sign RCR;
f. Return keys and access card to RA.

If changing rooms during the year:

a. Complete room change request form with RC prior to moving;
b. Present written permission to your current RA at checkout appointment;
c. Remove all possessions from room and clean room before checking-out with a staff member;
d. Be present when room is inspected for damages;
e. Sign RCR;
f. Return keys to RA and access card if applicable;
g. Present check-in permission to new RA if applicable;
h. Sign new RCR and receive new keys.

ROOM CHANGES

Students who are change rooms must check in properly to their new room by contacting a Resident Assistant. (Refer to the checkout procedure in this section.) Room assignment changes are permitted only upon written authorization by the residence coordinator of your building. If you complete an unauthorized room change, you will be required to return to your originally assigned room and will be assessed $25.00 for an unauthorized room change. No room changes will be permitted during the first two weeks at the beginning or end of any semester.

KEYS AND ACCESS CARDS

The residence halls are locked 24 hours a day for student protection. Entry is gained through the use of a personal access card that is assigned to each student. The access card will only open the residence hall to which you are assigned. Propping open or misusing any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to Campus Police, located in Stulz Building. There is a $10.00 fee for access card replacement. Access cards are nontransferable. It is a violation of College policy to lend your access card to anyone. Persons found using access cards other than their own will be charged with an honor code violation. Billing for lost cards is based on access card identification number.

When you check into your room, you will receive a room key and an access card. **For your own security, be sure to lock your door whenever you leave your room and carry your key at all times.** Your room key is for your own personal use only. Lending and/or duplication of keys are prohibited.

If you lose your key, you are required to obtain a temporary replacement key immediately from the office of student development. If you find your key and return the temporary key to the office of student development within 24 hours, there will no charge. If the key is not returned, your lock will be changed, and you will be billed $65.00 for the replacement of the lock and key. The lock change is necessary to protect you and your roommate and future students. **Whenever a lock is changed, the locksmith will leave a notice on the door. A new key can be obtained from your RC and the new key number will be added to your Room Condition Report (RCR).**

If you are locked out of your room, first try to contact the RA on your floor for assistance. If your RA is unavailable, seek help from another RA. If you are unable to locate a RA, you may check out a key from the office of student development. To avoid abuse of the lockout policy, the 3rd and each successive lockout will result in a $10.00 fine. Money collected from this policy will be deposited in the Resident Student Association account.

If you fail to return your room key when you check out, the lock will be changed and you will be charged $65.00 for replacement.

STORAGE POLICY

Because of possible fire hazards, personal belongings may not be stored in the hallways of the residence halls. Likewise, the College provides no storage area for student's personal items. Students are asked not to attempt to store items in the basements or closets of any building. The College holds no responsibility for any items left in these areas and any such items found will be removed and disposed of.

ROOMMATE INFORMATION

Most people enjoy the company of others. A roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in problems. Moving away from home and sharing space with another person can be stressful for both roommates. Experience shows that roommates that get along together usually work at getting along well. Even those roommates that don't become lifelong friends can live in mutual respect and relative harmony, making their

residential experience mutually beneficial. Here are a few hints for becoming a good roommate:

1. Communicate — Roommates should talk about habits, preferences, moods and values at the beginning of the semester. Even "best-friend" roommates may be surprised about how many things they don't know about the other. It is wise not to let conflict build and frustration linger. Some examples of "hot buttons" include different study habits, different tastes in music, and different ideas about what "clean" means. Talking about concerns can lead to mutual understanding.
2. Establish House Rules — Roommates need to establish ground rules regarding the use of each other's belongings, phone use, bill paying, smoking, guests and late night studying. Asking first and discussing before going ahead with an action can result in greater trust and respect.
3. Know When to Talk and When Not To — Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware; however, that excessive interruption in studies can sometimes result in irritation and frustration.

ROOMMATE'S BILL OF RIGHTS

Each roommate has:

1. the right to read and study without interference, unreasonable noise and other distractions;
2. the right to sleep without undue disturbances;
3. the right to have personal privacy in one's room;
4. the right to live in a clean environment;
5. the right to host guest, during appropriate visitation hours, with the understanding that guests will honor the other resident's rights;
6. the right to have free access to one's room and hall facilities;
7. the right to be free from intimidation and physical and/or emotional harm;
8. the right to assume there will be mutual cooperation in telephone use; and
9. the right to expect respect for one's belongings and personal property.

COMMUNITY EXPECTATIONS

You must make every effort to establish civil and considerate relationships with roommates, suitemates, and other students. The obligation to make cooperative living arrangements with roommates is particularly strong. **Students who are not willing to make such efforts will forfeit the privilege to on-campus housing.**

The give and take of sharing living space and adjusting to different lifestyles is part of the residence hall experience. If you have difficulty in making decisions about sharing accommodations or believe your rights are being violated by a roommate or other student, bring the matter to the attention of your RA or, if necessary, the RC for your building. No student should feel as though an inequitable or uncomfortable living arrangement has to be tolerated. **Students who deliberately create such conditions for others are subject to administrative room changes or loss of housing privileges.**

Residence hall staff document polices infractions for the good of all students. Warnings from staff or staff interventions with students should be taken seriously. **Harassment or abuse of hall staff will not be tolerated. Such behavior will result in the termination of housing privileges for the remainder of the academic year, and loss of lottery status for the following housing sign-up.** Students who have reason to question the judgement of a staff member or who have a complaint about staff conduct should bring the situation to the attention of an RC or call the office of residence life.

RESIDENCE HALL ENTRY & SEARCH PROCEDURES

The following definitions pertain to student's residence hall rooms:

1. **Room entry** involves the physical presence of a person (other than the resident of the room) for reasons of official business of the college.
2. **A room inspection** involves a visual examination of furniture and other materials in plain view. Opening closets, desks, or dresser drawers may be part of an inspection as long as the belongings in these areas are not disturbed. Any illegal items or items that violate college policies or residence hall regulations may be confiscated and/or turned over to law enforcement officials.
3. **A room search** involves a close physical examination of all areas, materials, and persons in the room and may involve

going through an individual's personal belongings (i.e., suitcases, boxes, contents of desks and dressers, clothing, pockets, etc.). Any illegal items or items that violate the college's polices or residence hall regulations may be confiscated and/or turned over to law enforcement officials.

Safety Inspections

Reasons for room entry and/or inspections include the following:

1. Fire/Safety & Health Inspections —As a periodic check of conditions of furniture, safety, and maintenance, routine room inspections may be necessary.
    a. Queens College reserves the right to make periodic inspection of any residence hall room to establish college property within the room has not been abused or destroyed and that clean and safe conditions exist in the room. A failing room inspection will result in a 24-hour re-inspection. Failure to pass the re-inspection will result in a $25.00 fine and additional re-inspections. Failure to pass the second re-inspection will result in an incident report being filed with Campus Judicial Board.
    b. Resident(s) should be present for inspections if possible. If residents are not present, a master key will be used to enter the room and notification of the inspection and results will be left for the resident(s).
2. Scheduled Residence Hall Closings — Each residence hall room will be inspected by residence hall staff at the beginning of vacation periods. These inspections are to insure that closing requirements have been followed.
3. Emergency Situations — Room entry may be made when an emergency situation exists. Examples of emergency situations are evidence of a fire in the room, reason to believe that a person is sick or injured, or reason to believe that theft or unlawful entry is in progress or has occurred. A residence coordinator or other college official may determine other emergency situations.
4. Violation of Law or of College & Residence Hall Policies — If there are reasonable grounds to believe that a violation of regulations or law will take place, is taking place, or has taken place in the room, entry into and inspection of the room is acceptable.
    a. If a staff member enters a room and makes a cursory inspection, thus obtaining reasonable cause for a search, he/she may 1) ask the occupants to leave the

room and stay with a staff person until campus police arrive and 2) seal the room to prevent destruction of evidence.

b. Except in instances of extreme emergency, the person entering the room will knock on the door, identify himself/herself, and enter the room with a master key, as necessary, if the resident(s) do not answer immediately.

c. Except in instances of extreme emergency; there will always be more than one staff person involved in room entry.

Room Searches

Queens College reserves the right to search any student's room at any time for any purpose that is a reasonable exercise of the college's duty to maintain discipline in an education atmosphere.

1. If residents of the room give verbal permission for a search, no administrative permission is necessary. Both residents must give consent.
2. If residents are not present, and before a search can take place, campus police must obtain permission from the Dean of Students to proceed.
3. Reasons for a search include:
    a. Violation of Law or Residence Hall Policy: If it is believed that a violation of law or residence hall policy will take place, is taking place or has taken place, authorization to search the room may be granted. Examples include:
        i. If a staff person receives information that illegal articles (i.e., guns, drugs, explosive devises, etc.) may be present in a specific student's room.
        ii. If a staff person smells the odor of burned marijuana in the hall and a subsequent inspection reveals that the odor comes from a specific room.
        iii. If a staff person enters a room for inspection or other purpose and sees illegal items in plain sight in the room.
    b. Emergencies: In the case of immediate threat to life or property (i.e., possible fire, theft, assault, injury, sickness or suicide attempt) a room search may take place. In these instances, permission to search is not necessary.

c. Additional Reason: There are always situations where policy is not adequate. In these cases permission for a room search will be at the discretion of a residence coordinator or any supervisory member of the student development staff. Reasonable and prudent judgment is the guideline in these situations.

4. At least two staff members must always be present during a room search. At least one of these must be a supervisory level student development staff person. If the search is initiated because of possible crime (i.e., drugs, weapons, stolen items) a member of the campus police staff must conduct the search.
5. When a search takes place, it should be as complete as possible and may include the physical search of occupants of the room. Staff members should be courteous and make every effort to leave the room in the same condition as when the search began.
6. Any illegal materials or other materials that violate college or residence hall regulations may be seized and used as evidence in a campus judicial hearing. Any items taken from a room will be recorded and the occupants will be given a written account.
7. Ideally, students will be present during a room search; however, it is not required that residents be present for a search to proceed. Efforts must be made to ensure that residents are informed in writing that a search has taken place and the reasons for this search.
8. The policies dealing with the search of a student's room are also applicable to student vehicles and other areas used by the students, such as lockers, or other storage areas and offices used by student organizations.

FIRE PROTECTION EQUIPMENT

The college has installed fire alarm systems in each residence hall for you r protection. Likewise, each month the campus police office conducts fire drills for each residence hall to help ensure fire readiness. Fire extinguishers are located throughout the residence hall and smoke detectors are located in each living area (including individual rooms). It is a serious violation of college policy and state law to tamper with any fire protection equipment. Student found in violation of this policy by Campus Judicial Board, face a minimum of a $100.00 fine and judicial action.

ELECTRICAL APPLIANCES

We realize that you will not be eating all your meals in the dining hall or snack bar and that you will cook some light meals in your room. For fire safety reasons, cooking is only permitted with a microwave oven.

The following appliances are also allowed in a residence hall room: coffee pots, hot-air popcorn poppers, electric curlers, hair dryers, stereos, computers, televisions, refrigerators (up to 3.5 cubic feet), and fans.
The following appliances are **NOT** approved for use in the residence hall rooms: electric ovens, hot plates, toasters, toaster ovens, sunlamps, irons, ceiling fans and halogen lamps. These items are not allowed for reasons of electrical capacity of the buildings and/or potential fire hazards.

Regular extension cords are not permitted. You are only permitted to use "UL" approved power strips with surge protection. Fire and surge damage may occur in stereos, computers, televisions and other appliances if they are not protected by these devices.

VENDING MACHINES

Vending machines are located in each residence hall. The machines are owned and operated by a private company on behalf of the college. For refunds of money lost in these machines, contact the office of the director of operations and facilities in Burwell Hall.

LAUNDRY SERVICES

New state of the art washers and dryers are located in each residence hall. Machines are operated by use of an access card you receive at residence check-in. The card allows unlimited access for resident students only. Residents are prohibited in sharing access cards with non-resident students. Failure to comply with this policy will result in loss of card without refund. Report lost of stolen cards to the office of Residence Life. Card replacement results in a fee of $10.00 per card.

Anyone who damages the machines as a result of overloading or abuse will be responsible for the cost of repairs.

Air-drying clothes or other material is not permitted in the laundry rooms because of the risk to damage and fire hazards. If you have problems with laundry machines, contact the office of Student Development at x-2226.

TELEPHONE SERVICE

Telephone jacks are provided in each residence hall room, however, each student must provide their own telephone equipment. In order to make long distance calls; you are required to select a long distance carrier. If you choose the college's long distance carrier (AT&T), you will receive a long distance access code to provide security and accuracy in billing. If for any reason you lose or suspect that someone has access to your security code, you should contact AT&T ACUS 24 hours a day at 1-800-445-6063 or Tim Estep (x-2460) in campus service, Mon. - Fri., 8:30 AM - 4:30 PM.

It is a serious violation of the honor code to use the phone code of another student without their knowledge. Students who do so will have to make financial restitution and be brought before Campus Judicial Board.

All residence hall rooms are assigned two voice-mail addresses. With voice-mail there is no need for answering machines. Students are instructed on how to access their accounts from on or off campus and how to change their greeting and password when they arrive on campus.

To prevent overloading the system, students are asked to delete messages no longer needed and to refrain from sending campus-wide messages unless they have written permission from either student development or student activities. Students wishing to create distribution lists may do so with the help of campus services or student activities.

Students who abuse the voice-mail system by sending inappropriate messages, threats, harassment, or accessing voice-mail accounts other than their own will lose voice-mail privileges and be charge with an honor code violation.

TELEVISION (CABLE SERVICE)

Cable hook-ups are standard in each residence hall room. The college provides basic service, which is part of room costs. Students wishing to contract with the local cable provider for premium channels may do so during the first week of school. Bills are sent directly to you for these services. For repairs call Time-Warner Cable of Charlotte. You are required to be present for all repairs.

Students are not allowed to run cable from room to room, through hallways or outside the building. Personal satellite dishes are also prohibited.

DAMAGE DEPOSIT AND ASSESSMENT

Queens College requires that every resident student post a housing deposit of $200.00. This deposit is held in escrow to cover the costs charged for damage to the student's room or public areas inside or outside of the residence hall. Students who are billed for damages will have that amount deducted from their deposit. They will be required to immediately reimburse the deposit to the $200.00 level in order to remain a residential student in the Fall term. Students who have cleaning fees or damage to rooms at the end of semesters will also have these fees charged against the deposit. Damages in excess of $200.00 must be paid immediately.

The housing deposit remains with the Business Office of the college throughout the student's career at Queens. It is refunded only when the student permanently leaves the residence halls and the office of Residence Life certifies that there are no damages to the room or college property for which the student is responsible.

The college will not absorb the costs of damage and vandalism that occur through student negligence or willful recklessness. Therefore each student is responsible for his or her actions. Damage to rooms will be charged to the occupant unless another person has been proven the cause. Students are also held liable for public areas of the building in which they live. Damages to the halls, lobbies, bathrooms, and other public areas are charged to the individual(s) responsible. **In cases in which the perpetrator cannot be identified, the costs for repair are prorated among the residents of the hall/building.** Malicious damages will also result in charges being filed with CJB.

The office of Campus Services has developed a list of common residence hall repairs and their costs. Damages not included on the list are billed at the estimated cost of the college for such repairs. Costs include labor and materials. If you have questions about repairs or estimated costs you may contact the office of Residence Life at x-2455.

HOUSING AGREEMENT

Resident students are required to sign a housing agreement at the time of "Spring Housing Sign-up." Failure to comply with the policies and procedure of residential housing can result in revocation of housing privileges and/or disciplinary action. All students are given a copy of their signed agreement at the time of "Spring Housing Sign-up." If you have questions about the housing agreement contact the office of Residence Life at x-2455.

COMMON AREA FURNITURE

Lounges, study rooms, computer rooms, reception lobbies, and other common areas are provided for the comfort and convenience of students. For this reason, furnishings in common areas should not be removed. Students who take these items to their rooms or elsewhere, on or off campus, are cheating others of the right to enjoy them, and will be subject to disciplinary action. A fine of $25.00 per item will be assessed as well as honor code charges filed with Campus Judicial Board (CJB). In the case of loss or damages to these furnishings, the entire residential unit (building, floor or suite) will be held responsible unless an individual is willing to claim responsibility.

RESIDENCE HALL ROOMS

All furniture in the room will be accounted for on a room condition report. **You are not allowed to remove any furniture from the room. Furniture may not be stored in the basement or in the hallways of any building.**

Damage to walls, floors, furniture, etc., will be noted on a room condition report. The residence life staff will make a final check for damage at the end of the year and campus services staff. If there are damages, they will be posted against your housing deposit. Except for small nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper, or adhesives. Waterbeds are not permitted.

Daily room care and cleaning are your responsibility. Rooms should be kept in an orderly condition at all times. If you leave a dirty room at the end of the year or when withdrawing from school, you will be charged a cleaning fee (minimum of $25.00).

NOTE: Damages to a room or its furnishings are the responsibility of the students assigned to the room. Unless another person takes responsibility (which must be noted in writing) the resident(s) will hold sole responsibility. If damages occur in your room and are caused by someone other than yourself or your roommate, a written incident report must be filed with your Residence Coordinator (RC) within 24 hours of the incident. If a written report is not filed within this time, you and your roommate hold responsibility for the charges.

HEATING AND AIR CONDITIONING

The residence hall heating system is composed of a radiator system. Should you experience problems with the heating units in your room, contact your Resident Assistant (RA) or the office of Campus Services at x-2201.

HOUSEKEEPING, PEST CONTROL, AND MAINTENANCE SERVICES

The office of Campus Services housekeeping staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms, and stairwells. Their duties include vacuuming, sweeping, mopping and finishing floors, carpeting and furniture care, cleaning all bathroom fixtures, changing light bulbs, and stocking supplies such as toilet paper and paper towels. Students are responsible; however, for picking up after themselves.

All public areas are treated regularly for pest control. Student's rooms are treated on an "as needed" basis. If you have a pest problem, contact your RA. Students may be required to empty their closets and cupboards. A pest control professional will treat your room as soon as possible.

The office of Residence Life and the office Campus Services share responsibility for maintenance services. A work order request submitted by a student to their RA or through the service request line (x-2201) is reviewed individually and then assigned to a work crewmember. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies; are handled by campus services. Major repairs such as plumbing, heating, electrical, steam, and structural systems are often contracted out.

When service requests are made your residence hall staff and campus services keep a written record. Upon completion of the request, a member of the residence life staff will call or stop by to see if repairs or services were completed to your satisfaction. Campus services will leave a door hanger or comment card in your room after they have entered to make requested repairs. This comment card will describe the work completed, any problems found, and ask for feedback as to the level of satisfaction.

NOTE: Campus Services will make every effort to contact you before entering your room, however, by simply requesting a repair, it is taken as permission to complete such work without you being present in the room. <u>At no time should housekeeping staff ever have reason to be in your room, only campus services staff have authority to enter.</u>

ROOM DECORATING

All carpeting, furniture, and other miscellaneous personal items used in the residence hall room must be fire retardant. Candles and incense are not permitted in your room. Wood paneling, particleboard, room partitions, space heaters, and decorations (such as parachutes, fishnets, ceiling fans, and

excessive number of posters) are not allowed. Extension cords are not permitted in your room, but "UL" approved power strips are allowed. No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only by used in ways appropriate to their construction. All of these policies help to promote a safer environment for all residents.

HOLIDAY DECORATIONS

Lighting Safety: Only mini-lights are permitted. Lighting sets must be labeled as UL approved. All lights must be unplugged when residents retire for the evening or leave their rooms. Exterior lights are not permitted.

Christmas Trees: Live Christmas trees are not permitted in rooms. One artificial tree, less than four feet talk is permitted per room. Artificial trees must have a fire retardant label. Mini-lights may be hung on fire retardant trees.

Decorations: Candles and other open flames are not permitted. Use flame retardant or non-combustible decorations. Decorations having electrical cords are not permitted on doors. Decorations should not cover more than 75% of the wall space of hallways.

PERSONAL/PUBLIC SPACE IN RESIDENCE HALLS

You have the right to consider the interior of your assigned room as your own. Any use/decoration of that space, within the guidelines established by the office of residence life, is permitted as long as it is intended to enhance the interior of that room. You are asked to use good judgment in your choice of room personalization. **Space beyond the interior of your assigned room (e.g., windows and door exteriors) is considered public space and, therefore, is maintained under the jurisdiction of residence life.** Residents have the right to approach any student who displays a decoration that they believe to be offensive or obscene.

The office of residence life seeks to provide and maintain an environment conducive to study and sleep. **Any amplified sound or other noise reaching beyond the limits of an individual room is considered an infringement on other's personal space and may be addressed through college policy.** To support this philosophy, the office of residence life has prescribed Quiet Hours and a 24-Hour Courtesy Policy which students may wish to extend in their areas. The office of residence life encourages all members of the residence hall community to use these policies to maintain their own academic friendly environment.

VISITATION

The visitation policy is meant to protect the rights of all students to enjoy a safe and comfortable living environment. Provisions of the policy make it easier to identify persons who have no legitimate reason for being in a residence hall and also to ensure that students' guests respect and comply with residence hall policies. The policy is not geared to restrict your freedom or make visitation inconvenient. Thefts, vandalism, and even some serious assaults may occur when entry to the residence halls is unrestricted. The visitation policy will make your stay in the halls a more positive experience. **Remember to carry your key and/or access cards at all times and have your guests call you from the courtesy phone in order to gain access to the building.** By adhering to these practices, you will be heightening the standard of safety and privacy in your place of residence. **You will be held responsible for the behavior of your guests and any activity that originates from your room.** Escorted guests may enjoy many of the privileges of their hosts; however, hall facilities are for the use of the students residing in the building.

Residence Hall Visitation Policy

a. A person in your hall is a legal visitor only if he/she is escorted and hosted by someone on your hall.

b. The hosting student must escort visitors at all times. You are responsible for ensuring that visitors comply with all residence hall policies and will be held accountable for the behavior of your guests.

b. Hours of visitation in students' rooms shall not exceed 10 a.m. to 12 midnight, Sunday through Thursday, or 10 a.m. to 2 a.m., (3 a.m. in Hayes) Friday and Saturday. Visitors may be hosted in designated common areas past these hours. Such common areas have been established for each building and will be shared with residents during the first hall meeting. When you are hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate and other residents.

c. You may permit a visitor of the same gender to remain in the hall beyond the hours of visitation as an overnight guest if your roommate has no objection. Overnight guests must be registered with residence hall staff and introduced to your RA and the RA on duty. No visitor may be an overnight guest for more than two consecutive nights or for more than six nights total during the academic year. Registration forms for overnight guest may be obtained from your Residence Coordinator and must be signed by all occupants of the room.

d. Residents of any residence hall may vote to establish separate, more restrictive visitation policies for that hall or area. At least 60 percent of the students of that hall or area must vote affirmatively for the change.

Hall Access

Residence hall building doors will be locked 24 hours a day. This action is an important crime prevention effort. Locked doors decrease larcenies, burglaries, and other undesirable activities. We ask for your support in this important effort. **REMEMBER TO CARRY YOUR KEYS AND ACCESS CARD!**

If you discover that an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for someone else. Residents of the hall can open the door with their access card, and legitimate guests should be escorted into the building by their host. Courtesy phones are located on the exterior of most halls so that your guest can easily contact you and arrange for access and an escort when they come to visit.

Hall Staff will discuss other safety strategies with you. We encourage all students to become actively involved in Community Watch and other crime prevention programs.

CHAPTER FOUR
SAFETY ON CAMPUS

CAMPUS POLICE

Campus Police officers are North Carolina certified police officers that patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department was established to maintain a safe environment for the college community through police, security, safety and traffic service. The department has a special Campus Crime Prevention program that offers advice and programs on crime prevention and personal safety.

Escort Service. Persons may call ext. 2306 or come by the Campus Police office to request an escort either to or from the parking lots, residence halls or academic buildings. This service is available 24 hours a day. Emergency phones in parking lots are designed for you to be able to place calls for escorts without leaving your car. After making your call, wait in your car until and officer arrives.

AUTOMOBILES ON CAMPUS

All students at Queens are allowed to bring cars to campus. Cars must be registered with Campus Police, located on the first floor of Stultz Building. There is no registration fee. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not considered registered until the sticker permit is displayed on the vehicle. Parking on campus is limited. Each parking permit indicates the zone or area in which that vehicle is authorized to park. Parking in unauthorized zones will result in parking fine. A vehicle that receives ten parking violations will be towed at the owner's expense.

A parking appeals review is available to anyone who wishes to appeal a parking ticket. Students are responsible for their visitors and will be held responsible for citations issued to vehicles traced to direct family members or guests. Consult the parking map for visitor parking.

BICYCLES

If you bring a bicycle to campus, be sure to bring a high security lock such as "Kryptonite" or "Citadel" to keep it secure. Bicycles may not be stored in halls, stairwells, or common areas of the residence halls. Bicycles in these

areas are unsightly and present a potential obstacle during any evacuation of a building.

Bicycle racks are located in front of Albright and Harris Halls and beside Wallace Hall. The College without notice to the student will remove bicycles that are stored in the residence halls. Bicycles must be registered with Campus Police and engraved for your protection against theft.

FIRE SAFETY

Policies. In order to minimize the risk associated with fire in a community living environment, students demonstrating any of the following behaviors will be subject to disciplinary actions.

- Falsely reporting fire or any other emergency (including bomb threats), falsely reporting a serious injury and pulling a fire alarm when no fire is evident.
- Setting a fire.
- Possession or use of flammable or highly combustible materials.
- Tampering with or misusing (either accidental or intentional) fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm system or smoke detectors. **DO NOT HANDLE SMOKE DETECTORS.** If you perceive a problem contact an RA or RC immediately.
- Possession, use, or manufacture of fireworks or explosives.
- Use of unauthorized appliance.
- Burning of open flame (sterno, candles, and lanterns).
- Failure to leave building when hearing a fire alarm or when being so directed by a College staff member.

Extinguishers and Pull Stations. Fire extinguishers and fire alarm pull stations are located on each floor. Be sure that you know their location in case fire occurs. For your own safety, do not tamper with them, as this could jeopardize their availability and operation in the event of a fire. Report anyone who engages in such activity to your RA or Campus Police.

Drills. To help you become familiar with fire procedures, drills will be held in each residence hall during the semester. Be sure to leave the building whenever the alarm sounds. Do not assume that it is a drill. Your RA will review evacuation procedures during your floor meetings. If you have questions or concerns, please address them to your RA.

Failure to leave a building during a fire drill is a serious violation of the Honor Code and a crime in the city of Charlotte. IF you are found in a building during an alarm you will be fined $50.00 and reported to CJB. If the Charlotte Fire Department issues the ticket, it can be as high as $500.00. A simple visitation violation is not as serious – LEAVE THE BUILDING!

Programs. The office of residence life, in cooperation with the department of campus police, offers programs on fire prevention and fire safety. You are encouraged to attend such a program, when it is scheduled in your hall.

OTHER SAFETY RELATED POLICIES

Due to the potential danger to lives and property, and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping or ejecting any object from a window, balcony, stairwell or roof. You will be held responsible for any such object originating from your assigned rooms.
- Unauthorized entry into any restricted, locked, or closed residence hall space, basement or roof top, or entry into a hall when residence hall is closed for scheduled college breaks.
- Unauthorized duplicating, lending, or borrowing of room keys or access card.
- Failure to provide proper identification when requested to do so by college officials acting in the performance of their duties.
- Interfering or tampering with residence hall security systems.
- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls.
- Engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks, and/or removing screens from windows.

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing from windows is also prohibited. Screens must remain in the window at all times. Missing screen will result in a charge of $25.00 per screen replacement.

PERSONAL SAFETY

Residence Hall Students. A college community, like any other community, experiences accidents, crime, and injuries. No barrier exists around a college to protect the campus, including residence halls, from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. However, there are steps that each person can take to protect them self and others. Attend programs on safety. Get to know the police officers on campus and use them as a resource. But most importantly, use your common sense.

In an attempt to maintain secure residence halls, the office of residence life has established certain policies and procedures. However, these measures are successful only when everyone works together, follows them, and enforces them. Creating a safer residence hall and college community requires your active participation. Ultimately, your safety depends on you.

Safety Steps. Here are several simple steps that you can take to help protect yourself, your valuables, and your friends:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop open or tamper with the locks on hall entrances or room doors. Do not let strangers into the building.
- Protect your property by engraving it with your name, drivers license number and state abbreviation. Engravers are available from the Department of Campus Police or your residence hall staff.

- Report any safety concern to your residence hall staff. Do not walk alone; take advantage of the escort service.

WEATHER CONDITIONS

Although Charlotte is not known for bad weather, there are times when hurricanes and tornadoes move through the area. In these cases, it is important that you know what to do for the protection of your safety and property.

If the approach of dangerous conditions is reported, Campus Police will make the residence hall staff aware of this. At that time, the RAs will inform students of the building evacuation procedures and/or other safety procedures. It is expected that students will follow the directions given to them by college officials during dangerous weather. Residence Life staff will then notify residents when danger from serve weather has passed and residents may return to their rooms.

CHAPTER FIVE
CAMPUS SERVICE

COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

BANKING SERVICES

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for you to cash checks Monday through Friday, 11:30 a.m.-1:30 p.m., during the academic year. During summer school, and when school is not in session, the bank is open on an abbreviated schedule each day.

Local Banks: students are encouraged to have a checking account in a local bank in order to establish credit and learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. Banks of America, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts. All have numerous branches throughout Charlotte and the state of North Carolina -- including branches within a few blocks of the campus.

You may cash personal checks, payroll checks, money orders or checks made payable to you by your parents, spouse or other Queens College students, not to exceed $200 in total. Checks totaling over $200 may be cashed provided the cashier is notified before 2 p.m. the day before.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $20 return check fee and will have their check-cashing privileges suspended for a minimum of one month's time and until the amount of the check is paid in full. The cashier reserves the right to refuse to cash any check. Please note that you must present a valid Queens College photo I.D. when cashing a check in the Student Bank.

BOOKSTORE

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are health

counseling. There is no fee for short-term therapy (approximately 10 sessions.) Educational and prevention programming, the resource library, and sponsorship of the Peer Educators are provided through the "Rex Appeals" component of the Center. Some of Queens' counseling support services is listed in the resource directory in the appendix of this Student Handbook.

Student Development staff members, including RCs and RAs, are given some training on helping and making referrals. These individuals can be a first step to students seeking help or support.

Off-Campus Services: Referrals to off-campus psychologists, psychiatrists, support groups, and/or specialist may be made when necessary or requested. The cost of all off-campus services is the responsibility of the individual student. Students may call the Counseling Center for anonymous referrals. Some of the counseling support services in the Charlotte area are listed in the resource directory of the handbook.

Queens is dedicated to students' having positive learning experiences, without any jeopardy to their ongoing mental well being. If a student demonstrates that he/she is potentially harmful to himself/herself or to others, the student will be required to undergo a psychiatric evaluation. Personnel in the college counseling center are available to advise the student and his/her family on a suitable plan for assessment and treatment. The student may be given a medical withdrawal (six-month minimum) from the institution, dependent upon the outcome and recommendations of the evaluation. Counseling Center and Student Development personnel are responsible for assessing the student's readiness to return to campus after review of treatment summary and follow up recommendations.

EMERGENCY LOAN FUND

A short-term emergency loan fund is available for distribution to students by the Office of Student Development in 203 Jernigan. These interest-free loans, which usually range between $25 and $100, are made to students who first have exhausted all other forms of financial assistance. If a loan is not repaid on the date specified by the student, the amount will be automatically charged to the student's account, and he/she becomes ineligible for another emergency loan for one year. No more than one emergency loan will be granted per semester.

FINANCIAL AID

Queens provides several types of financial aid through federal, state and private sources. If you are interested in investigating sources of financial aid, you should make an appointment with a financial aid officer in 102 Burwell.

Since most funds are awarded on the basis of financial need, you (and your parents) are required to submit detailed financial information before your eligibility can be determined. You must be enrolled at least half time in order to apply for aid. Applications and financial aid data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. You must reapply for aid annually and must show continued satisfactory academic progress to continue to receive financial aid.

FOOD SERVICES

Resident Dining: the Marriott Corporation operates Morrison Dining Hall for the college. The dining hall features a variety of foods offered in a self-service buffet style.

Meal Plan: All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in the dining service brochure. During registration of each new term, you select and pay for the meal plan of your choice. The choice of meal plans can only be made at the beginning of each new term.

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Dining Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

Student Involvement: The dining service programs are tailored to meet the requirements of the students. Student involvement in menu planning, services offered, and special events determine the operation of the dining program. Students are actively encouraged to participate in managing our dining program though membership on our Board of Directors The Board establishes the goals and operational guidelines for our services. Applications for Board membership may be obtained at the dining service office.

Rex Cafe: An upscale fast food restaurant is located in the Trexler College Center. Featured foods include grilled chicken, hamburgers, pizza, salads, freshly baked cookies and pastries, and fruit plates. Late night weekend menus feature appetizer and beverage specials. The Cafe will also be the site of entertainment sponsored by College Union and other student groups. Meal plan participants have the option to use their meal cards in the Cafe.

Café Rex is open Monday - Friday, 9:00 am - 2:00 PM and 5:00 PM - 11: 00 PM, Saturday and Sunday, 6:00 PM - 11:00 PM.

The Dining Hall is open:

Breakfast:	Mon.-Fri.,	7:30 AM - 10:00 AM
	Sat.-Sun.,	10:00 AM - 1:00 PM
Lunch:	Mon.-Fri.,	11:15 AM- 1:30 PM
Dinner:	Mon.-Thurs.,	5:00 PM - 7:00 PM
	Fri.-Sun.,	5:00 PM - 6:00 PM

IDENTIFICATION (ID) CARDS

Campus Police issues you an ID card when you first enroll at Queens. It serves as a meal card and is your official college identification that should be carried at all times. The card should be presented upon request of any college official. Loss of an ID card should be promptly reported. Replacement cards are issued for $5.

Identification cards and residence hall access cards are non-transferable. Misuse of any form of student identification will be subject to penalty. Replacement cost for access cards (lost or broken) is $10.

INSURANCE

The college provides accident insurance for each full-time student, and the cost of the premium is included in the comprehensive fee. The college requires proof of health insurance for each full-time student.

All full-time students are eligible for coverage under the Student Sickness Insurance Plan and will be covered unless an exemption request form is filed with the college. Brochures outlining the coverage and costs are sent to all full-time students during the summer.

College insurance provides protection for college property. It does not cover your personal property. You and your parents should review your insurance plans to be sure that your personal belongings are covered.

INTERNATIONAL EXPERIENCE PROGRAM OFFICE

Located on the first floor of McEwen, the International Experience Program (IEP) office provides a variety of services for students.
Study Abroad: In addition to overseeing the international experience study tours, the IEP office houses information about other international educational opportunities, such as a year, semester, or summer abroad.

International Students: The IEP office aids international students with immigration forms, academic advising and special opportunities in the Charlotte community. International students are invited to visit this office or the Office of Student Development for information or assistance.

LIBRARY

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

Library Hours: Regular hours during the fall and spring term are Monday through Thursday 8 a.m. to midnight, Friday 8 a.m. to 5 p.m., Saturday 10 a.m. to 5 p.m., and Sunday 3 p.m. to midnight. Schedules for vacation periods, summer, and any other time college is not in session will be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

Collections: Everett Library houses a collection of more than120,000 books and bound periodicals, over 600 current periodicals and newspapers, and over 3,000 reels of microfilm. The library is also a selective depository for U.S. government documents. There are two photocopiers, two microform reader/printers, available for use with a copy card. The library's catalog is online and accessible by Internet. The library also provides Internet access to a wide range of databases and electronic resources through its web site.

Check-Out Materials: You must be enrolled in the current semester to check out materials. You are responsible for any materials checked out in your name. The loan period for books is 4 weeks, and for videos, 3 days. Fines for overdue materials are $.25 per day, per item. You can avoid fines by renewing your material at the library.

Reserve Materials: Many professors place required reading materials on reserve in Everett Library. Reserved materials have a limited loan period of usually 2 hours. Unless otherwise stated, reserved materials do not leave the library. In order to use reserve materials you must leave your ID or drivers license at the desk.

Interlibrary Loan (ILL): You may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. ILL requests generally take two to three weeks to fill. Any ILL expenses are charged to you. For more information, contact the Reference Services Librarian at ext. 2437.

Study Rooms: There is one group study room in the basement of the library that can be reserved for your use. Groups may use the library's classroom and viewing rooms if they are not needed for a class.

Computers: The Education Department has a Macintosh lab in the basement of the library. Any Queens College student may use these computers if Education students do not need them.

Smoking, food, and drink are not allowed in the building.

MEDIA CENTER

Located in the basement of Everett Library, the Media Center houses audiovisual equipment, production equipment, and the library's audiovisual materials, which must be viewed within the library.

MEDICAL SERVICES

The Irwin-McKay Health Center is open daily 8 a.m. to 4 p.m., Monday through Friday. A registered nurse is on staff to care for the routine medical needs of students, and a physician is on campus twice weekly to see students.

NalleCare, an urgent care facility operated by the Nalle Clinic, is located within 15 minutes from campus. This clinic will treat students during its scheduled hours (8:30 a.m. until 9:00 p.m., seven days per week) based on the recommendation of the medical supervisor or the physician on call. The campus is also within a few miles of two major hospitals. A student who requires hospitalization will be admitted to the service of the physician who supervises the campus health center or to the physician on call.

On-Campus Services: All full-time students who pay the comprehensive fee receive services in the Health Center and are charged only for special supplies, equipment or required lab work.

You are encouraged to make appointments whenever possible prior to visiting the Health Center. Students with appointments will be seen prior to those who walk in without an appointment, except in emergency situations.

Based on the nurse's evaluation of your needs, you may be:

- Treated for routine medical care by the college nurse;
- Referred to the campus physician during the next on-campus hours;
- Referred to the campus physician for treatment in his private practice;
- Referred to NalleCare; or
- Referred to the hospital.

Off-Campus Services: If you need specialized medical treatment you will be referred to a local physician. The costs of treatments and prescriptions are the your responsibility. Students are urged to consult with their family before a he/she undertakes any major treatment. The Health Center nurse will help you make appointments with local physicians and dentists. You must provide your own transportation to the doctor's office.

Hospital or emergency room charges are billed to you at your college address. It is your responsibility to cover any off-campus medical charges and to file all insurance claims directly with the insurance company.

Health Form: All resident students must have a health form on file. All commuters who plan to use the campus health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunization: North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester.
NON-COMPLIANCE REQUIRES DISMISSAL FROM THE COLLEGE.

POST OFFICE

The Queens College Post Office is located on the ground floor of the Trexler Center. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail. All students are assigned a campus mailbox. New students receive notification of their campus mailbox number and combination in the fall and will retain the same number each year. The Post Office is open Mon.-Fri., 9:00 AM - 4:30 PM.

Please note that in order to eliminate delays in receiving mail it is important to address incoming mail as follows:

MSC# (campus mailbox number)
Attention: (your name)
Queens College
1900 Selwyn Avenue
Charlotte, NC 28274

RESIDENCE LIFE

On campus living at Queens offers you the opportunity for growth through involvement in the residential community. The residence halls are more than just a place to live; they are an important aspect of student life. Each residence hall is designed to be a community in itself -- a home away from home in which you should find a place to relax a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who lives there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Director of Residence Life in 204 Jernigan.

The Student Development Office staff, RCs and RAs are excellent resources regarding campus life. The RCs and RAs live in the residence halls. They are there to meet your needs and to assist in making the experience in the residence halls a positive one. Residence hall regulations are designed to facilitate community living and to ensure safety and privacy for all residents. All Queens students (resident and non-resident) and their guests on campus are expected to abide by these policies and guidelines. Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

TREXLER COLLEGE CENTER

Trexler Center construction was completed in the late summer of 1993, making it the newest facility on the Queens campus. The center — site of College Union functions and other campus events — features the following:

- Game room and large screen television;
- Belk Dining Room with seating capacity of 50;
- Cafe Rex; and the
- Student Activities Office.

CHAPTER SIX
STUDENT LIFE AT QUEENS

RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. You are given the opportunity to develop or strengthen your own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in weekly campus chapel services.

Belk Chapel on the college campus is open to you at all times. There is a chaplain on the college staff, and chapel services are held weekly and on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many which actively seek participation by college students. Listed below are the closest places of worship for various denominations; many are located within walking distance of Queens.

Baptist
Myers Park Baptist
1900 Queens Road
334-7232

Church of Christ
Church of Christ
4900 Providence Road
364-0748

Greek Orthodox
Greek Orthodox Cathedral
600 East Boulevard
334-4771

Lutheran
St. Mark's Lutheran
1001 Queens Road
375-9185

Moravian
Little Church on the Lane
528 Moravian Lane
334-1381

Catholic
St. Patrick's Cathedral
1621 Dilworth Road, East
334-2283

Episcopal
Christ Church
1412 Providence Road
333-0378

Jewish
Temple Beth El V'Shalom
919 Jefferson Drive
366-1948

Methodist
Myers Park United Methodist
1020 Providence Road
376-8584

Presbyterian
Myers Park Presbyterian
2501 Oxford Place
376-3695

ATHLETICS

Queens College is a member of the NCAA Division II. We are affiliated with the Carolinas/Virginia Athletic Conference, (CVAC), and offers intercollegiate competition in nine sports. The women's teams compete in volleyball, soccer, basketball, softball and tennis. The men compete in basketball, tennis, soccer, and golf. Men's and women's cross-country will begin competition in Fall 1999.

All nine sports will have "try-outs," and anyone who wants to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens ID.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Athletic Center for more information.

Club sport opportunities exist for students interested in sports not offered on an intercollegiate level. Contact the athletic department for more information.

Ovens Athletic Center is the home of the Queens Royals teams. It includes a gym, dance studio, weight room and swimming pool. There are six tennis courts, four of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

Physical Education Department Staff:

Athletic Director — Jeannie T. King
Men's Basketball Coach — Bart Lundy
Women's Tennis Coach – Phyllis Pharr
Women's Volleyball Coach – Chrys Baker
Men's Tennis Coach – Charles Gordon
Men's Soccer Coach – Fred Norchi
Women's Soccer Coach – J.D. Kyzer
Women's Basketball Coach – Jeannie T. King
Men's Golf Coach – Todd Lawton
Sports Information Director and Women's Softball Coach – Jeff Aumend
Athletic Department Secretary

STUDENT ACTIVITIES

Office of Student Activities and Orientation

The Office of Student Activities and Orientation focuses on the "total student" and provides educational, recreational, spiritual, social and cultural opportunities outside the classroom. We work with student leaders to plan and implement quality programs throughout the year. Queens is a small community; it is easy to get involved in all aspects of the college experience. Students are encouraged and supported in brainstorming ideas, promoting activities and bringing local and regional entertainers to campus. Last year, students planned over 150 events! Being involved allows you to:

Develop leadership and team building skills
Gain an appreciation for diversity
Build campus unity and community
Be involved and shape your Queens College experience
Bring new exciting ideas and activities to campus
Have Fun!

College Traditions
We are always thinking of new ways to have fun at Queens, but there are some things you can count on each year. Take a look at these annual traditions and events:

Duke Energy Discovery Day - Participate in a field day with elementary children from Myers Park Traditional School. Become involved by painting faces, tie-dying shirts, playing basketball, soccer or volleyball or making arts & crafts with them. This is a once a year play day when the "little kids" get to play with the "big kids" next door.

Chapel - Weekly worship service Thursday from 11:15-11:45 a.m. Worship, open to the Queens community, is a simple service that often features the Gospel Choir, speakers from off-campus and time for sharing joys and concerns.

Activities Day - Members from various student clubs and organization set up tables in the Trexler College Center at the beginning of each fall and spring semester. This is your opportunity to learn more about what each club has to offer and how you can get involved and be a part of making a difference at Queens College.

Volunteer Fair - Various Charlotte human service agencies set up tables in the Trexler College Center. On this day you will learn more about these agencies

and be able to sign-up to volunteer at one or more agencies on a one-time or on-going basis.

Family Weekend - Invite your parents and family to visit the campus and meet faculty, staff and friends.

Santa's Tree Trim - Bring an ornament and decorate the Christmas tree in the Trexler College Center. We invite a special population in the community to share in the festivities. Santa always makes an appearance.

Moravian Love Feast & Tree Lighting Ceremony - Celebrate the beginning of the Holiday Season with a Moravian fellowship service. Light candles and sing carols with the Queens and Charlotte communities.

Boars Head Banquet and Yule Log Ceremony - Enjoy a special dinner with friends while being entertained by fellow classmates. This medieval tradition includes performances by the Queens College Dance Troupe and Chamber Singers, as well as a surprise appearance from two of your favorite faculty or staff members dressed in medieval garb.

Casino Night - Put on your favorite formal attire and attend our annual casino party with live music and dancing. Try your luck at the casino tables and win big!

Midnight On Ice - Ice skate at a private party at Eastland Mall for Queens students on the night before Reading Day.

Room In the Inn - From January to March, the Queens community hosts six homeless people one night a week. Cook dinner, play games, spend the night or prepare breakfast are among the ways people get involved.

Homecoming Week - Come out and support the men's and women's basketball teams. Enjoy the after-game party with a DJ or local band.

Spring Carnival - Play carnival games and listen to bands outside on the Residence Hall Quad.

Exam Break Breakfast - Enjoy bacon and eggs cooked and served by your favorite professors the night before exams begins.

Queens College Ring Reception - During your junior and senior years, you are invited to purchase an official Queens College ring. Each student who participates receives his or her ring from the President of the college at a reception for the students and their special guests.

Also watch for blockbuster movies, lectures, coffeehouses, outdoor concerts, comedians and other programs brought to you by Student Activities. A calendar of events is printed each semester and an update is posted in the Trexler College Center every month.

Leadership Programs
Student Activities is dedicated to helping students develop their leadership skills. You are invited to participate in the following Leadership Programs offered at Queens:

Emerging Leaders - Freshman students are invited to participate in a special program during the fall semester. The program is designed to help new students develop their leadership style; explore career and personal goals; introduce them to the City of Charlotte, volunteerism, history of Queens College and opportunities available to them.

Leadership Conference - Emerging and seasoned leaders are invited to explore leadership topics with other students from area colleges at an on-campus conference in February. Guest speakers from the City of Charlotte and other colleges and universities present on communication, diversity and management style.

Leadership Retreat - Student leaders are given the opportunity to spend a weekend in the mountains of North Carolina in April. Participate and explore issues of in leadership and team building with faculty and staff.

Student Organizations
Student organizations are a great way for you to get involved. As a member or officer you will develop leadership skills, meet new people and have lots of fun! A member of the Queens College administration, staff or faculty advises each organization.

Below is a list and brief description of the current organizations at Queens. You will also have an opportunity to find out more about these organizations at Activities Day during the second week of school.

Please note that the letters after each description denote the following:
S - students are selected into the organization
E - students are elected into the organization
J - all students are welcome to join as members

Alpha Psi Omega - The largest dramatic honor society in the country began a chapter at Queens in 1994. Membership is based on points accrued by working in either the performing or technical aspects of theater. (S)

Beta Beta Beta - Tri Beta promotes interest in the biological sciences and keeps students aware of new developments in the field. Members bring guest speakers to campus and plan blood drives and plant sales. (S)

Campus Environmental Outreach Program - CEOP was started by a group of concerned freshmen in 1997. CEOP's environmental objective is to build a better, more aware and efficient campus. (J)

Campus Judicial Board - CJB representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's community pledge. (E)

College Union Board - CUB is responsible for planning the educational, recreational, spiritual, social and cultural activities on campus. Casino Night, Midnight On Ice and Spring Carnival are some of the events planned by CUB. (J)

Honor Council - Honor Council representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge. (E)

International Club - This club introduces foreign culture to Queens students and serves as an information source for current international students. Students plan International Week and attend an annual International Beach Retreat. (J)

Janusian Order - This is an honorary organization established at Queens in 1937. Students are selected from the sophomore class based on leadership, citizenship and scholarship exhibited during the freshman year. (S)

Justinian Society - Students learn about careers in law and prepare for law school through visiting law schools, practicing law exams and meeting with Charlotte lawyers. (J)

Mortar Board - Mortar Board is a national honor society. Queens recognizes seniors who have demonstrated outstanding scholarship and have made significant contributions as leaders. (S)

Music Therapy Club - This organization provides music therapy majors with community contacts and professional information and experiences. Members attend an annual conference. (J)

Phi Alpha Theta - This international honor society recognizes excellence in the study of history and encourages research and the exchange of learning

among historians. Members sponsor special lecturers and panelists throughout the year. (S)

Psychology Club - The Psychology Club includes students with a psychology major or minor or just have an interest in human behavior or mental processes. The club discusses current topics in psychology and brings in guest speakers who specialize in areas of interest to the group. (J)

Queens Ambassadors - Ambassadors work closely with the Admissions staff to help prospective students learn about Queens. Members host Open Houses for prospective students. (S)

Queens Chronicle - The student staff of the Chronicle designs and coordinates the production and distribution of the campus newspaper. The paper features editorials, entertainment and news. (J)

Queens College Association of Nursing Students - QCANS is committed to the development of professional nursing students. Members promote and encourage collaboration with state and national associations. (J)

Queens College Gospel Choir - The Gospel Choir began at Queens in spring of 1996. Members promote interest in gospel music and unity among the student body. The choir performs at special school events such as Martin Luther King, Jr. Celebration and Chapel Services. (J)

Queens College College Republicans - The College Republicans promote the principles of the Republican Party, recruit students to become members and aid in the election of Republican candidates at all levels of government. (J)

Queens College Dance Club - The Dance Club provides an outlet for students with an interest in dance. The club plans performances, events and special interest classes. (J)

Queens Friends of Lesbians and Gays - Q-FLAG strive to educate the Queens and Charlotte community about Gay and Lesbian issues. The club offers support to students. Members plan educational panels and Gay/Lesbian Awareness Week. (J)

Religious Groups - Westminster Fellowship, Campus Crusade and Episcopal Students are among various groups that at times offer opportunities to study and discuss the Bible, worship and pray, as well as gather for fellowship, encouragement and spiritual development among members. (J)

Senate - Senate representatives are elected each year by the student body and are responsible for handling legislative concerns and interests of the student

body. Senate members also help plan Homecoming in the spring. (E)

Signets - Members develop, design, promote and distribute this campus literary magazine. Signet is published each spring. (J)

Students for Black Awareness - SBA members promote the African American heritage in the Queens community through guest speakers, community service projects, dances and other special events. (J)

Student leaders and organizations are recognized at the Student Organization Honors Program in April.

If you are interested in starting a club that does not exist at Queens you are encouraged to do so. Contact the director of student activities and orientation for more information.

Greek Life

Queens College has an active Greek system with five national sorority chapters and one national fraternity chapter. The Greek organizations plan a number of activities throughout the year such as Halloween Party, Spring Formals, Greek Games and mountain retreats. In addition, each Greek organization participates in community service projects to benefit organizations and events such as Ronald McDonald House, PUSH America, Shamrock Foundation, Hoop it Up, American Red Cross and MS Walk. Formal Rush is held in early fall and information about Greek activities will be made available to you at that time.

Alpha Delta Pi
Alpha Kappa Alpha, Sorority, Inc.
Chi Omega
Kappa Delta
Phi Mu
Pi Kappa Phi Fraternity
Panhellenic Association
Inter-Greek Council

Trexler College Center

Housing various student services, including the Bookstore, Post Office, Dining Hall, and Trexler Student Activities Office, Trexler College Center is one of the most comprehensive student areas on campus. Through weekly social, educational, and recreational programs, Trexler allows Queens students to experience campus-life outside the classroom. Whether it's hanging out with a group of friends, visiting the "Stress Free Zone," attending poetry readings, listening to local bands, signing up for intramurals, learning about volunteer opportunities, participating in game

tournaments, singing along to favorite melodies at "Karaoke Night," enjoying snacks at Café Rex, or simply watching a weekly sitcom, you can always find something to do in Trexler!

Trexler Posting Policy

In an effort to provide students with easier and more effective ways to publicize events, news, and opportunities, the Office of Student Activities has created five specific bulletin boards in Trexler College Center. Each board will list announcements relevant to its title in the hopes that students will be better able to locate specific information. Please note the following guidelines when posting your announcements:

- The Program Coordinator must stamp announcements in the Office of Student Activities. Announcements that have not been stamped will be removed.

- Announcements for the Health and Counseling Centers, the Office of Internships and Career Programs, CUB, Q-FLAG, Panhellenic Council, Phi Mu, Pi Kappa Phi, Kappa Delta, Alpha Delta Pi, and Chi Omega will be hung on each organization's own board, according to each one's own specifications, and will be updated monthly.

- Announcements may not be hung on windows, bare walls, columns, or doors. Any announcements found on such surfaces will be removed.

Volunteer Office

The Volunteer Office at Queens serves as a valuable resource to all members of the campus community. Acting as a stepping stone and clearinghouse for both one-time and on-going volunteers, the Volunteer Office maintains as its first priority getting individuals connected to the community. From working with the elderly, tutoring, or assisting in hunger and homelessness relief projects to offering service to animal and environmental programs, volunteering provides enriching insight into diversity, cultural and economic differences, responsibility, and friendship; it is a great way to make a difference. We understand the rewards that a well-rounded education brings to a student, and we are dedicated to providing opportunities that expand imaginations, encourage student involvement, and promote leadership potentials. The Community Service Scholars Program, through the Chaplain's Office, also offers service opportunities.

Intramural Program
Created to further promote physical and emotional wellness, as well as campus community, the Intramural Program at Queens serves as one of the college's most recent extracurricular endeavors. Basketball, flag football, tennis, soccer, and softball name but a few of the possible sports that Queens students might find themselves competing in for the coveted title of a "Royal Champion." Week-long sessions and weekend tournaments, combined with a generous dose of competitive fun, make the Intramural Program at Queens a great way to foster friendships and create life-long patterns for healthy living.

Connection Charlotte
Recognizing the endless opportunities that the Charlotte area offers is sometimes a daunting task for the Queens student. We recognize this fact and, in an effort to promote co-curricular and extracurricular development, we have established "Connection Charlotte," a program specifically dedicated to introducing students, faculty, and staff to the wonderful world of Charlotte, North Carolina. Steeped with rich traditions, an exciting devotion to the arts, various professional sports teams, and several renowned museums, Charlotte is a "Hornet's Nest" of activity just waiting to be explored! Through weekly "Connection Charlotte" events, the Office of Student Activities offers Queens students with opportunities to discover Broadway plays, area festivals, music concerts, guest lecturers, sports activities, museum exhibits, and countless other regional attractions.

Outdoor Adventure
Because we realize the importance of campus getaways for the Queens student, we offer a variety of programs promoting the Great Outdoors. Through monthly outdoor trips, Queens students can take a break from the sometimes hectic rush of college-life and enjoy an exciting and natural world of wonder, majesty, and FUN! And what better place to take advantage of the environment than North Carolina, a diverse region featuring mountains, coasts, and a heartland of opportunity? Choose from white-water rafting, camping, rock climbing, canoeing, biking, horseback riding, and various other recreational pastimes; nature is just waiting to be explored.

STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of students' rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The

Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences." - from the Student Government Association Constitution and By-Laws, Article II.

Senate -- Handles legislative concerns and interests of the student body:

Honor Council -- Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge:

Campus Judicial Board -- Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge:

College Union Board — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities:

Committees:

Executive
Rising Artist
Cultural Events
Film
Publicity
Recreation
Religious Events
Social Activities
Special Events

Publications Board -- Responsible for promoting professionalism and interesting student publications:

Arete (yearbook)
Queens Chronicle (newspaper)
Signet (literary magazine

Queens College is the publisher/owner of these media and, as such, has the final responsibility for their operation. Authority to manage these media is delegated to the editors and the advisors, and they are charged with ensuring that the media operate in accordance with the policies and standards of the college and the ethics of the journalistic profession.

Faculty Committee Student Representatives -- Responsible for representing the interests and opinions of the student body on faculty committees. Representatives to all committees are appointed in the fall:

Athletics
Awards
Educational Policy and Curriculum
Honors
Library
Public Safety
Student Life
Student Qualifications
Teacher Education

HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

Alpha Psi Omega
The largest dramatic honor society in the country, Alpha Psi Omega began a chapter at Queens in the spring of 1994. Membership is based on points accrued by working in either the performing or technical aspects of theater. Work may be done at Queens or in professional community theaters.

Beta Beta Beta
The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron
Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music,
to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Janusian Order
Janusian Order is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

Mortar Board
Mortar Board is a national honor society. Queens' — the 200th chapter —

recognizes those students who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Phi Alpha Theta
The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Sigma Theta Tau
Mu Psi at large is a chapter of Sigma Theta Tau International; the Honor Society of Nursing founded in 1922. Students who have completed at least half the nursing major requirements and demonstrate superior academic achievement and leadership potential are invited to join.

Sigma Upsilon
Sigma Upsilon is an honorary fraternity for writers and was founded in 1906.

The Cakes and Ale Chapter at Queens was established in May 1951. Membership is based on creative literary ability, interest and active participation.

HONORS AND AWARDS

The college gives recognition to outstanding students by presenting them with the following honors and/or awards:

Dean's List -- Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incomplete in courses are not considered.

Marshals -- The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events that include academic processions.

Who's Who Among Students in American Universities and Colleges -- Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future potential.

Algernon Sydney Sullivan Awards -- Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year -- one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of health, mind, and conduct which evince a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.